

Vendor Compliance Assessment

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

Dear [Vendor Contact Name],

We are conducting a compliance assessment of our vendors to ensure alignment with our standards and regulatory requirements. As part of this process, we kindly ask you to complete the attached Vendor Compliance Assessment Questionnaire.

Please return the completed questionnaire by [Insert Due Date]. Your timely response will greatly assist us in evaluating our ongoing relationship and ensuring compliance.

If you have any questions or require further clarification, please don't hesitate to reach out to me at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[Your Company Phone]