

Vendor Reference Request

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are currently conducting a compliance assessment and are reaching out to gather references from our vendors to ensure adherence to our compliance standards.

We kindly request your cooperation in providing a reference that outlines your experience working with us, particularly concerning compliance-related matters. Specifically, we would appreciate feedback on the following:

- Your understanding and implementation of compliance policies
- Past interactions with our compliance team
- Any challenges faced and how they were addressed

Your input is invaluable to us, and it will greatly assist us in ensuring ongoing compliance in our operations. Please respond by [Insert Response Deadline]. Should you have any questions or require further information, do not hesitate to reach out to me directly at [Your Contact Information].

Thank you for your attention to this matter and for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]