

Dear [Vendor's Name],

I hope this message finds you well. I am writing to follow up on our previous correspondence regarding the required documentation needed for our records.

As of today, we have not yet received the following documents:

- [Document 1]
- [Document 2]
- [Document 3]

Please let us know if you need any assistance in providing these materials. It is essential for us to have them by [specific date] to ensure continued compliance and to facilitate our ongoing partnership.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]