

Dear [Vendor's Name],

I hope this message finds you well. This is a gentle reminder regarding the outstanding documentation that we discussed previously. We appreciate your cooperation in providing the necessary documents at your earliest convenience.

As a reminder, the required documentation includes:

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

Timely submission of these documents is vital for us to continue our successful partnership. If you have already sent the documents, please disregard this reminder. Otherwise, we would be grateful if you could send them by [specific date].

Thank you for your attention to this matter. Should you have any questions or require further information, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]