

Vendor Information Verification Request

Date: [Insert Date]

To:

[Vendor Name]

[Vendor Address]

[City, State, ZIP Code]

Dear [Vendor Contact Name],

We are conducting a compliance update for our records and kindly request your assistance in verifying your vendor information. Please review the details below, confirm their accuracy, and provide any necessary updates.

Vendor Information

Vendor Name: [Insert Vendor Name]

Address: [Insert Vendor Address]

Contact Person: [Insert Contact Name]

Phone Number: [Insert Phone Number]

Email Address: [Insert Email Address]

It is essential for us to maintain accurate and up-to-date vendor information to comply with industry regulations. Please respond with the verified information by [Insert Deadline Date].

Your cooperation in this matter is greatly appreciated. If you have any questions or require further assistance, please do not hesitate to reach out.

Thank you for your prompt attention to this request.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]