

# Vendor Support Compliance Review

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Person],

We appreciate your ongoing partnership and commitment to delivering quality products and services. As part of our compliance processes, we conduct a routine review of vendor support services to ensure that all compliance requirements are being met.

Please provide the following information by [insert deadline]:

- Overview of your support processes and compliance policies.
- Documentation of support service metrics for the past [insert time frame].
- Details of any recent changes to your support services.
- List of training or certifications that support staff hold related to our products or services.

We value your input and cooperation to ensure compliance and enhance our partnership. Should you have any questions regarding this request, please feel free to reach out to us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Email]

[Your Phone Number]