

Supplier Travel Compliance Confirmation

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We are writing to confirm your compliance with our travel policies and guidelines. As part of our commitment to uphold corporate governance and ethical standards, we request the following information regarding your travel arrangements for business purposes:

- Confirmation of travel itineraries.
- Proof of accommodation arrangements.
- Compliance with our preferred airline and transportation vendors.
- Adherence to our expense management policies.

Please provide the requested information by [Insert Deadline Date]. Failure to comply may result in a review of our business relationship.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]