

Update Request on Vendor Social Responsibility Compliance

Date: [Insert Date]

To: [Vendor Name]

Attention: [Vendor Contact Person]

Dear [Vendor Contact Person],

We hope this message finds you well. As part of our commitment to uphold social responsibility standards, we are reaching out to request an update on your compliance with our Vendor Social Responsibility Policy.

In particular, we would like to know:

- Your current compliance status with our socially responsible practices.
- Any changes or improvements made to your operations since our last review.
- Supporting documentation or reports that can verify your compliance.

Please provide us with the requested information by [Insert Deadline]. If you have any questions or need further clarification, feel free to reach out.

Thank you for your attention to this important matter. We appreciate your efforts in maintaining ethical practices within our supply chain.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]