

# Dear [Vendor's Name],

We are excited to invite you to our upcoming Vendor Accountability and Ethics Training scheduled for [Date] at [Location]. This training is essential to ensure that all our vendors adhere to our company's standards of integrity and ethical conduct.

During this training, we will cover:

- Understanding our Code of Conduct
- Legal and regulatory compliance
- Best practices for ethical decision-making
- Reporting mechanisms for unethical behavior

Please RSVP by [RSVP Deadline] to confirm your attendance. Your participation is crucial in promoting a culture of accountability and ethics within our partnerships.

Thank you for your commitment to a transparent and responsible business relationship.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]