

Vendor Obligations and Liabilities Inquiry

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, ZIP Code]

Dear [Vendor Contact Name],

We are conducting an inquiry regarding our mutual agreements and the obligations and liabilities associated with our vendor relationship. To ensure clarity and compliance, we would appreciate your assistance in providing the following information:

- Details on the scope of services/products provided.
- Documentation of any liabilities associated with the services/products.
- Insurance coverage details relevant to the services/products.
- Any existing contracts or agreements outlining vendor responsibilities.

Please respond by [Insert Response Deadline]. If you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]