

Vendor Conduct Policy Acknowledgment

Date: _____

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are writing to acknowledge your receipt of our Vendor Conduct Policy. We value our relationship with your company and expect all vendors to adhere to our established standards of conduct.

Please confirm your acknowledgment of the Vendor Conduct Policy by signing below and returning this letter to us by [Due Date]. Failure to comply with the policy may result in actions including, but not limited to, the review and potential termination of our business relationship.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]

[Vendor Name - Signature]

[Vendor Name - Printed Name]

Date