

Vendor Obligations Under Corporate Governance Policy

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

As a valued vendor of [Company Name], we are committed to maintaining the highest standards of corporate governance. This letter outlines your obligations as a vendor under our corporate governance policy.

Vendor Obligations:

1. Compliance with applicable laws and regulations.
2. Adherence to ethical business practices.
3. Transparency in financial reporting.
4. Regular communication regarding business practices and financial status.
5. Commitment to sustainability and corporate social responsibility.

Please acknowledge your acceptance of these obligations by signing and returning this letter by [Insert Deadline]. Your cooperation is essential to the success of our partnership.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]