

# Letter Template for Vendor Responsibilities

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

As part of our commitment to maintaining the highest standards of corporate governance, we would like to outline your responsibilities as our vendor in ensuring compliance with applicable laws, regulations, and our internal governance policies.

## Vendor Responsibilities

1. Adherence to all applicable legal and regulatory requirements.
2. Ensuring transparency in communication concerning business practices.
3. Implementing necessary policies and procedures to prevent any conflict of interest.
4. Providing regular reports regarding compliance matters as stipulated in our contract.
5. Participating in training sessions related to corporate governance and compliance.
6. Promptly notifying us of any issues or concerns related to compliance.

We appreciate your cooperation and commitment to uphold these standards. Please confirm your acceptance of these responsibilities by signing and returning a copy of this letter.

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

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Vendor Acceptance:

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Signature

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Date