

# Vendor Product Lifecycle Compliance Check

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are conducting our routine compliance check regarding the product lifecycle of the items supplied to us. This check is essential for ensuring that all products meet the required standards and regulations throughout their lifecycle.

We kindly request your cooperation in providing the following information:

- Current product specifications and manuals
- Compliance certifications and regulatory approvals
- Documentation on any recent product modifications or updates
- Details regarding the end-of-life process for the products

Please send the requested information by [Insert Deadline]. Your timely response will help us maintain compliance and ensure a smooth continuation of our partnership.

If you have any questions, feel free to contact me at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]