

# Compliance Reminder for Transportation Service Providers

Date: [Insert Date]

Dear [Service Provider's Name],

We would like to take this opportunity to remind you of your obligations concerning compliance with our transportation service policies. It is crucial to adhere to all regulations and standards set forth to ensure safe and efficient operations.

Please review the following compliance items:

- Driver certifications and licenses
- Vehicle maintenance records
- Insurance coverage details
- Adherence to safety protocols
- Timely reporting of incidents

Failure to comply may result in penalties or the termination of our business relationship. If you have any questions or require assistance, please do not hesitate to contact us.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]