

Statutory Compliance Reminder

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Name],

This letter serves as a reminder regarding the statutory compliance obligations that are due for your organization as a vendor of [Your Company Name]. It is imperative that you ensure adherence to these obligations to avoid any disruptions in our business relationship.

Please review the following compliance requirements:

- Tax Registration
- Employee Health and Safety Regulations
- Environmental Regulations

We appreciate your attention to this matter and request that all necessary documentation be submitted by [Insert Deadline Date]. If you have any questions or require further clarification, please do not hesitate to contact us at [Your Contact Information].

Thank you for your prompt attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]