

Human Rights Compliance Assessment

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient Name],

As part of our commitment to uphold human rights standards in our operations and supply chain, we are conducting a thorough due diligence process. This letter serves to formalize our request for your cooperation in assessing human rights compliance within our engagements.

We kindly ask you to provide the following information:

- Details of policies and practices in place to respect human rights.
- Mechanisms for reporting and addressing human rights concerns.
- Any past incidents related to human rights violations and measures taken.
- Employee training programs on human rights awareness.
- Stakeholder engagement and consultation processes.

Please respond by [Insert Deadline] so we can ensure compliance and transparency in our operations. Your collaboration is crucial for us to promote and protect human rights effectively.

Thank you for your attention to this important matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]