

Reseller Compliance Certification Documentation Request

Date: [Insert Date]

To: [Reseller Name]

Address: [Reseller Address]

Dear [Reseller Name],

We hope this message finds you well. As part of our ongoing commitment to ensure compliance with industry standards, we require documentation pertaining to your reseller certification.

Please provide the following documents:

- Current reseller certificate
- Proof of sales tax exemption (if applicable)
- Any agreements with manufacturers or suppliers

We would appreciate receiving these documents by [Insert Deadline]. This will help us maintain accurate records and ensure a continued successful partnership.

If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]