# Reseller Compliance Certification Submission Guidelines

Date: [Insert Date]

To: [Reseller Name]

From: [Your Company Name]

Subject: Reseller Compliance Certification Submission Guidelines

## Dear [Reseller Name],

We appreciate your partnership and commitment to our standards of compliance. To maintain our mutual business relationship and ensure adherence to our guidelines, please follow the instructions outlined below for the submission of your Reseller Compliance Certification.

#### **Submission Process**

- 1. Complete the Reseller Compliance Certification Form.
- 2. Gather supporting documentation as specified in the certification form.
- 3. Submit the completed form and documents to [Submission Email Address].
- 4. Ensure that all submissions are made by the deadline of [Insert Deadline Date].

### **Documentation Required**

- Copy of Reseller Agreement
- Proof of Business Registration
- Financial Statements for the past year
- Any additional documents specified in the certification form

#### **Important Notes**

If you have any questions or require further clarification regarding the certification process, please feel free to reach out to us at [Contact Information].

#### Thank you for your cooperation!

Sincerely,

[Your Name]
[Your Position]

[Your Company Name] [Contact Information]