

# Request for Transport Compliance Information

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request compliance information regarding your transport operations. As part of our commitment to ensuring that our supply chain adheres to all relevant regulations, we would appreciate your cooperation in providing the following details:

1. Current transport licenses and permits.
2. Safety compliance records.
3. Details on vehicle maintenance schedules.
4. Insurance coverage information.
5. Any recent compliance audits conducted.

We kindly ask that you send us this information by [specific deadline]. Should you have any questions or require further clarification, please feel free to contact me at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]