

# Vendor Compliance Notification

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are writing to inform you about an important matter regarding your compliance with our vendor requirements. It has come to our attention that there are some discrepancies in your current compliance status.

Specifically, the following issues have been identified:

- [Issue 1]
- [Issue 2]
- [Issue 3]

We request that you take immediate action to rectify these issues no later than [Insert Deadline]. Failure to comply may affect our business relationship and your standing as a preferred vendor.

We appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact us at [Contact Information] if you have any questions or require further assistance.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]