

Vendor Compliance Audit Request

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

As part of our ongoing commitment to ensuring compliance with our standards and regulations, we are conducting a vendor compliance audit. We kindly request your cooperation in providing the necessary documentation to assist us in this process.

Please provide the following documents by [Insert Due Date]:

- Current business license and certifications
- Copy of insurance policies
- Quality control standards and procedures
- Any recent compliance audit reports
- Environmental policy documentation

Your timely submission of the requested documentation will be greatly appreciated and will help us maintain a strong partnership moving forward. If you have any questions or need further clarification, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]