

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We hope this letter finds you well. As part of our ongoing commitment to maintaining the integrity and efficiency of our supply chain, we are conducting a supplier account assessment.

Your cooperation in this process is crucial. We request that you provide us with the following information by [Insert Deadline]:

- Current business structure and ownership information.
- Financial statements for the past two years.
- Quality assurance processes and certifications.
- Details of any recent changes in your operations or management.

Please send the requested documents to [Insert Contact Email] or reach out to us at [Insert Contact Phone Number] if you have any questions.

Thank you for your attention to this matter and your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]