

Supplier Information Review

Date: [Insert Date]

To,

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We hope this message finds you well. As part of our ongoing supplier evaluation process, we are conducting a review of the information we have on file for your company. This review is essential for ensuring compliance with our standards and to maintain a strong collaborative relationship.

We kindly ask you to provide the following information:

- Updated Company Profile
- Current Business Licenses and Certifications
- Financial Statements for the last two years
- Insurance Coverage Details

Please submit the requested documents by [Insert Deadline Date]. Should you have any questions or need further clarification, feel free to reach out to us at [Your Contact Information].

Thank you for your cooperation and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Your Contact Information]