

Intercompany Transaction Compliance Review

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are conducting a compliance review of intercompany transactions as part of our ongoing efforts to ensure adherence to regulatory requirements and internal policies.

As part of this review, we kindly request your cooperation in providing the following information:

- Details of intercompany transactions for the fiscal year [Insert Year].
- Supporting documentation related to pricing, terms, and agreements.
- Any relevant communications regarding these transactions.

Please submit the requested information by [Insert Deadline]. If you have any questions or require further clarification, do not hesitate to reach out to us.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]