

Anniversary Contract Compliance Review

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

As we approach the anniversary of our contract dated [Insert Contract Date], we would like to take this opportunity to conduct a thorough compliance review. This review aims to assess the adherence to the terms and conditions outlined in our agreement and to ensure that both parties are benefitting from the partnership.

Please find attached a compliance checklist that we kindly ask you to review. We would appreciate your feedback by [Insert Feedback Deadline]. Following your review, we would like to schedule a meeting on [Insert Proposed Meeting Date] to discuss any concerns or suggestions you may have.

Thank you for your attention to this matter. We look forward to your prompt response and to continuing our successful collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]