

# Supplier Compliance Certification Update

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We hope this message finds you well. We are writing to inform you about the upcoming update to our Supplier Compliance Certification requirements. As part of our commitment to maintaining high standards in our supply chain, we review and update our compliance criteria regularly.

Please be aware of the following updates that will take effect on [Insert Effective Date]:

- [Update 1: Description]
- [Update 2: Description]
- [Update 3: Description]

We kindly ask that you review these changes and ensure that your certification reflects the updated requirements. Please submit any necessary documentation by [Insert Submission Deadline].

If you have any questions or need further clarification, feel free to reach out to us at [Insert Contact Information]. We appreciate your prompt attention to this matter and your ongoing partnership.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Contact Information]