

Supplier Compliance Evaluation Request

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

We hope this message finds you well. As part of our ongoing efforts to ensure compliance with our quality standards and regulatory requirements, we are conducting a Supplier Compliance Evaluation.

We kindly request you to provide the following information:

- Copy of your current quality management system certification.
- Details of your compliance with [specific regulations or standards].
- Any recent audit reports or compliance assessments.
- List of your products/services supplied to us along with their compliance status.

We appreciate your cooperation in this matter. Please submit the requested information by [insert due date]. If you have any questions or need further clarification, do not hesitate to contact us at [insert contact information].

Thank you for your attention to this important request. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]