

Supplier Legal Assurance Review

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Person],

We hope this message finds you well. As part of our ongoing commitment to compliance and risk management, we are conducting a legal assurance review of our suppliers. This review is essential to ensure that our partnerships are built on solid legal foundations and that all relevant regulations are being met.

We kindly request your assistance in providing the following documents and information:

- Current business registrations and licenses
- Proof of insurance coverage
- Details of compliance with industry regulations
- Any ongoing or past legal disputes

We request that you submit the required documentation by [Insert Due Date] to allow us ample time to complete our review.

Thank you for your cooperation. If you have any questions or need further clarification, please do not hesitate to contact us at [Your Contact Information].

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]