

# Supplier Legal Obligations Review

Date: [Insert Date]

To:

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

Subject: Legal Obligations Review

As part of our ongoing commitment to compliance and risk management, we are conducting a review of the legal obligations pertaining to our suppliers. This review is essential to ensure that all parties are adhering to applicable laws and regulations.

We request your cooperation in providing the following information:

- Current business licenses and permits
- Insurance certificates
- Compliance with environmental regulations
- Labor and employment practices

Please provide the requested documents by [Insert Deadline Date] to ensure continued partnership and avoid any disruption in services.

Thank you for your attention to this matter. We appreciate your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]