

Supplier Regulatory Assessment Communication

Date: [Insert Date]

To:

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

Subject: Regulatory Assessment Requirements

We hope this message finds you well. As part of our ongoing commitment to compliance and quality assurance, we are conducting a Supplier Regulatory Assessment. This assessment is vital for ensuring that all our suppliers meet the necessary regulatory standards.

We kindly request you to submit the following documentation:

- Current ISO Certification
- Compliance Certificates
- Product Safety Data Sheets
- Any Regulatory Communications from relevant authorities

All documentation should be submitted no later than [Insert Due Date]. Please feel free to contact us if you have any questions or require further assistance.

Thank you for your attention to this important matter. We value your partnership and look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]