

# Partnership Compliance Documentation Request

Date: [Insert Date]

To: [Partner's Name]

[Partner's Company Name]

[Partner's Address]

Dear [Partner's Name],

We hope this message finds you well. As part of our ongoing commitment to maintaining compliance with regulations and internal policies, we are conducting a review of our partnership documentation. To ensure that we have all necessary records, we kindly request the following compliance documentation from your team:

- [Document/Information 1]
- [Document/Information 2]
- [Document/Information 3]

We would appreciate it if you could provide the requested documents by [Insert Deadline]. Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]