

Partnership Compliance Review Notification

Date: [Insert Date]

To: [Partner's Name]

[Partner's Company Name]

[Partner's Address]

Dear [Partner's Name],

We are writing to formally notify you that a compliance review concerning our partnership will take place on [insert date of review]. This review aims to ensure that both parties are adhering to the terms outlined in our partnership agreement.

The review process will include an assessment of the following areas:

- Financial Reporting
- Regulatory Compliance
- Operational Processes
- Any other relevant areas

We request your cooperation in providing the necessary documentation and access to relevant personnel to facilitate this review. Please prepare the following items by [insert due date]:

- [List of required documents or information]

Should you have any questions regarding this review or the materials requested, please feel free to reach out to me directly at [your contact information].

Thank you for your attention to this important matter. We appreciate your continued partnership and compliance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]