

# Due Diligence Questionnaire Request

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor's Company Name]

[Vendor's Company Address]

[City, State, Zip Code]

Dear [Vendor's Contact Name],

As part of our ongoing commitment to ensuring effective business practices and compliance, we are conducting a due diligence review of our vendor relationships. We kindly ask you to complete the attached due diligence questionnaire.

This questionnaire aims to gather essential information regarding your company's operations, financial stability, compliance measures, and any potential risks associated with our partnership. Your timely response is appreciated and will greatly assist us in our evaluation process.

Please return the completed questionnaire by [due date]. If you have any questions or require further clarification, do not hesitate to reach out to me at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]