

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Job Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. As part of our commitment to maintaining high ethical standards within our business operations, we are reaching out to request confirmation of your compliance with our company's Ethics Policy.

We believe that a strong ethical framework is crucial for the success of our partnership. We kindly ask you to review the attached Ethics Policy and provide us with your acknowledgment of compliance by [specific date]. This will help us ensure that both of our organizations uphold the same level of integrity and accountability.

If you have any questions regarding the policy or the compliance process, please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]