

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the current compliance status of [Recipient Company] in relation to our business associates agreement and applicable regulations.

To ensure ongoing compliance and the integrity of our partnership, could you please provide documentation or a formal statement regarding your compliance efforts, including any recent audits or assessments conducted?

Your prompt response to this inquiry would be greatly appreciated. If you have any questions or need further clarification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]