

[Company Name]
[Address Line 1]
[City, State, Zip Code]
[Date]

[Vendor Contact Name]
[Vendor Company Name]
[Vendor Address]

Subject: Vendor and Third-Party Ethics Alignment

Dear [Contact Name],

At [Company Name], we are committed to maintaining the highest standards of integrity, transparency, and ethical conduct in all our business operations. As a valued partner, we believe it is essential that your organization aligns with these core values.

We expect our vendors and third-party partners to adhere to the following principles:

- **Legal Compliance:** Adherence to all applicable local and international laws and regulations.
- **Ethical Labor Practices:** Commitment to fair wages, safe working conditions, and the prohibition of forced or child labor.
- **Environmental Responsibility:** Minimizing environmental impact and complying with sustainability standards.
- **Anti-Corruption:** Strict prohibition of bribery, kickbacks, and any form of fraudulent activity.
- **Data Privacy:** Protection of confidential information and compliance with data protection laws.

Please find attached our formal [Code of Conduct / Ethics Policy]. We ask that you review this document and ensure that your business practices remain in alignment with these expectations. By continuing our business relationship, you acknowledge your commitment to these ethical standards.

If you have any questions or require further clarification regarding our policies, please contact [Department/Contact Person].

Thank you for your cooperation and for your continued partnership.

Sincerely,

[Your Name]
[Your Title]
[Company Name]