

[Date]

[Vendor Contact Name]
[Vendor Company Name]
[Vendor Address]
[City, State, Zip Code]

Subject: Verification of Equal Employment Opportunity (EEO) Compliance

Dear [Vendor Contact Name],

As a valued business partner of [Your Company Name], we are committed to maintaining a workplace and supply chain that adheres to high standards of fairness and non-discrimination. To ensure compliance with federal, state, and local regulations, we require all our vendors to verify their commitment to Equal Employment Opportunity (EEO) principles.

Please confirm that [Vendor Company Name] complies with all applicable EEO laws, including but not limited to:

- Title VII of the Civil Rights Act of 1964
- The Age Discrimination in Employment Act (ADEA)
- The Americans with Disabilities Act (ADA)
- Executive Order 11246 (if applicable)

By signing below, you certify that your organization provides equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or veteran status.

Please sign and return this verification by [Due Date].

Vendor Acknowledgment:

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

Sincerely,

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