

[Date]

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

Subject: Vendor Compliance Verification for Recruitment Services

Dear [Vendor Contact Name],

As part of our commitment to maintaining high operational standards and regulatory adherence, [Your Company Name] is conducting a formal compliance verification of our recruitment service providers.

To remain an approved vendor, please provide the following documentation and confirmation by [Due Date]:

- **Business Licensing:** Copy of current business registration and recruitment agency licenses.
- **Insurance Coverage:** Updated Certificates of Insurance for Professional Liability and Workers' Compensation.
- **Data Privacy:** Confirmation of compliance with relevant data protection laws (e.g., GDPR, CCPA) regarding candidate information.
- **Vetting Procedures:** A brief summary of your background check and reference verification processes.
- **Diversity & Inclusion:** An overview of your Equal Employment Opportunity (EEO) policies.

Please submit the requested documents to [Email Address/Portal Link]. Failure to provide this information may result in the suspension of your recruitment services agreement.

If you have any questions regarding these requirements, please contact [Department Name] at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

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