

**Date:** [Insert Date]

**To:** [Vendor Name]

**Address:** [Vendor Address]

**Attention:** [Contact Person Name]

**Subject: Vendor Policy and Compliance Acknowledgment**

Dear [Contact Person Name],

This letter serves as formal notification regarding the updated compliance policies of [Your Company Name]. As a valued business partner, it is essential that your operations align with our standards and all applicable laws and regulations.

Please review the attached documents, which include:

- Vendor Code of Conduct
- Data Privacy and Security Policy
- Anti-Bribery and Corruption Policy
- Health, Safety, and Environmental Standards

By signing this document, [Vendor Name] acknowledges that it has received, read, and understands the aforementioned policies. Furthermore, [Vendor Name] agrees to comply with these requirements throughout the duration of our business relationship.

Failure to adhere to these policies may result in the termination of any active contracts or agreements between our organizations.

Please return a signed copy of this letter to [Email Address/Department] by [Insert Due Date].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

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**Acknowledgment and Agreement**

I, the undersigned, am an authorized representative of [Vendor Name] and hereby confirm our commitment to comply with the policies stated above.

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_