

[Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

**Subject: Advisory on Anti-Bribery and Corruption Compliance**

Dear [Contact Name],

As [Company Name] continues to strengthen its global operations, we remain committed to conducting business with the highest level of integrity and transparency. We consider our suppliers and business partners essential to this commitment.

This letter serves as an initial advisory regarding our Anti-Bribery and Corruption (ABC) compliance requirements. We require all partners in our supply chain to comply with the following:

- **Legal Compliance:** Strict adherence to the Foreign Corrupt Practices Act (FCPA), the UK Bribery Act, and all local anti-corruption laws in the jurisdictions where you operate.
- **Zero Tolerance:** A prohibition on offering, promising, giving, or authorizing any bribe, kickback, or improper payment to any government official or private party to secure a business advantage.
- **Accurate Record-Keeping:** Maintenance of detailed and accurate books and records that fairly reflect all transactions related to your business with [Company Name].
- **Reporting:** A requirement to promptly report any suspected instances of bribery or unethical conduct involving our business relationship.

We are currently reviewing our vendor documentation. In the coming weeks, you may receive a formal "Supplier Code of Conduct" and a compliance questionnaire. Completion of these documents is mandatory to maintain your status as an approved supplier.

Please acknowledge receipt of this advisory by replying to this email or signing below and returning a copy to [Email Address/Department].

We value our partnership and appreciate your cooperation in ensuring a compliant and ethical supply chain.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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**Acknowledgment of Receipt:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_