

[Date]

[Contact Name]

[Vendor Company Name]

[Address]

[City, State, Zip Code]

Subject: Notification of Anti-Bribery Compliance Audit

Dear [Contact Name],

Pursuant to the Agreement dated [Date] between [Your Company Name] and [Vendor Company Name], specifically the clause regarding "Anti-Bribery and Corruption Compliance," this letter serves as formal notice that [Your Company Name] will conduct a compliance audit of your records and procedures.

The objective of this audit is to ensure adherence to the Foreign Corrupt Practices Act (FCPA), the UK Bribery Act, and other applicable anti-corruption laws, as well as our internal Corporate Compliance Policy.

The audit is scheduled to take place on [Date] at [Time]. The scope of the audit will include, but is not limited to, the following:

- Review of internal anti-bribery policies and training logs.
- Examination of financial records related to entertainment, gifts, and travel expenses.
- Review of payments made to third-party intermediaries or government officials.
- Verification of due diligence processes for subcontractors.

We request that you have the relevant compliance officer and financial documentation available for review during this period. Please confirm receipt of this letter and your availability for the scheduled date by [Deadline Date].

Thank you for your cooperation in maintaining our shared commitment to ethical business practices.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]