

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address Line 1]

[Address Line 2]

**Subject: Advisory Notice Regarding Anti-Bribery and Corruption Compliance**

Dear [Recipient Name],

As part of [Your Company Name]'s ongoing commitment to ethical business practices and regulatory compliance, we are conducting a periodic due diligence review of our supply chain partners.

This letter serves as a formal advisory regarding our expectations concerning anti-bribery and anti-corruption standards. [Your Company Name] maintains a zero-tolerance policy towards any form of bribery, kickbacks, or unethical influence in our business dealings. We operate in strict accordance with the Foreign Corrupt Practices Act (FCPA), the UK Bribery Act, and all applicable local anti-corruption laws.

As a valued partner, we require your commitment to the following:

- Prohibition of any offer, payment, or promise of value to any government official or private party to secure an improper advantage.
- Maintenance of accurate books, records, and internal financial controls.
- Disclosure of any potential conflicts of interest that may arise during our business relationship.
- Prompt reporting of any suspected or actual violations of anti-bribery laws through our designated reporting channels.

Please find attached our "Supplier Code of Conduct." We request that you review this document and return the signed acknowledgment form by [Date]. Compliance with these standards is a mandatory condition of our continued commercial relationship.

We appreciate your cooperation in ensuring a transparent and ethical supply chain. Should you have any questions regarding these requirements, please contact our Compliance Department at [Email/Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]