

[Company Header/Logo]

[Date]

[Contact Name]

[Supplier Name]

[Supplier Address]

Subject: Advisory Letter - Anti-Bribery Compliance and Remediation Requirements

Dear [Contact Name],

This letter is to formally notify you of specific concerns regarding [Briefly identify the issue: e.g., recent audit findings/compliance gaps/reported incidents] related to anti-bribery and anti-corruption standards within your operations.

As a valued partner of [Your Company Name], adherence to our Code of Conduct and the [Relevant Act, e.g., FCPA/UK Bribery Act] is a mandatory condition of our business relationship. To mitigate identified risks, we require the following remediation actions to be implemented:

- [Remediation Action 1: e.g., Update of internal anti-bribery policies]
- [Remediation Action 2: e.g., Mandatory anti-corruption training for all staff]
- [Remediation Action 3: e.g., Implementation of enhanced gift and hospitality logs]

We request a formal Remediation Plan outlining your timeline for these actions by [Date]. Failure to address these concerns or demonstrate a commitment to ethical compliance may result in the suspension of future orders or termination of our contract.

Please confirm receipt of this letter and provide the name of the designated officer responsible for overseeing these improvements.

We look forward to your prompt cooperation in strengthening our supply chain integrity.

Sincerely,

[Your Name]

[Your Title]

[Department Name]

[Your Company Name]