

Date: [Insert Date]

To: [Vendor Name]
[Vendor Address]
[City, State, Zip Code]

From: [Your Company Name]
[Your Address]
[City, State, Zip Code]

Subject: NOTICE OF COMPLIANCE WITH DO NOT CALL (DNC) REGISTRY REGULATIONS

Dear [Contact Name or Manager],

This letter serves as a formal notification regarding the telemarketing services provided by [Vendor Name] on behalf of [Your Company Name]. As a service provider, you are required to strictly adhere to all federal and state laws governing telemarketing, including the Telephone Consumer Protection Act (TCPA) and the National Do Not Call Registry.

Specifically, you are instructed to perform the following actions:

- **Registry Scrubbing:** Scrub all lead lists against the National Do Not Call Registry at least once every 31 days.
- **Internal DNC List:** Maintain and honor an internal "Do Not Call" list for [Your Company Name] and ensure no further contact is made with individuals who have requested to be removed.
- **Compliance Documentation:** Maintain records of your scrubbing processes and call logs for a minimum of [Number] years.
- **State Regulations:** Comply with all individual state-level "Do Not Call" regulations and restricted calling hours.

Please provide written confirmation within [Number] business days that your systems are updated and that all telemarketing activities performed for [Your Company Name] are in full compliance with these regulations. Failure to comply may result in the immediate termination of our service agreement.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]