

****[Your Company Letterhead]****

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, ZIP Code]

Subject: OEM Compliance Statement

Dear [Recipient Name],

We, [Your Company Name], hereby affirm our commitment to meeting the requirements set forth by the General Equipment Manufacturer (GEM) compliance standards in relation to our original equipment manufacturing processes associated with [specific product or service].

1. ****Product Description****

- Product Name: [Product Name]

- Model Number: [Model Number]

- Description: [Brief Description of the Product]

2. ****Compliance Statement****

- We certify that [Product Name] complies with all applicable GEM regulations and standards as of [Compliance Date].

3. ****Documentation Available****

- We maintain all necessary documentation pertaining to design, production, and testing processes that demonstrate compliance. These documents are available for review upon request.

4. ****Contact Information****

- For any inquiries or further information, please contact:

[Your Name]

[Your Title]

[Your Email Address]

[Your Phone Number]

Thank you for your attention to this important matter. We look forward to your continued partnership.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Your Company Website]

[Your Contact Number]