

Provider Compliance Inquiry Letter

Use this template to contact your AI and SaaS providers about their AI Act compliance roadmap.

[Your Company Name] [Date] To: [Provider Contact Name] [Provider Company Name] Subject: EU AI Act Compliance & Feature Documentation Dear [Provider Name], We are a customer of your [Product Name] platform. The EU AI Act came into effect in 2024. We are conducting a compliance review of the AI systems we use. Questions: 1. AI Features: Which features use artificial intelligence or automated decision-making? 2. Risk Classification: Which features are 'high-risk' (biometric, hiring, credit, law enforcement)? 3. Data Processing: What data does your AI process, and where is it stored? 4. Documentation: Can you provide documentation on how your AI features work? 5. Compliance: Do you have AI Act compliance documentation or audit reports? This information will help us fulfill transparency and risk management obligations under Article 4 and Article 26 of the AI Act. Best regards, [Your Name] [Your Title] [Your Company]

This document is provided for informational purposes. For specific legal advice, consult a qualified legal advisor.

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