

[Date]

[Vendor Contact Name]
[Vendor Company Name]
[Vendor Address]

Subject: Notification of Annual Vendor Risk Management Audit

Dear [Vendor Contact Name],

As part of [Your Company Name]'s ongoing commitment to security and regulatory compliance, we conduct an annual review of our third-party service providers. This letter serves as formal notification that [Vendor Company Name] has been selected for our [Year] Annual Vendor Risk Management Audit.

The purpose of this audit is to ensure that your organization continues to meet the security, privacy, and operational standards required by our partnership agreement. The scope of this year's audit will include a review of:

- Data Protection and Privacy Policies
- Information Security Controls (SOC2, ISO 27001, or equivalent)
- Business Continuity and Disaster Recovery Plans
- Compliance with relevant industry regulations

Required Action:

Please complete the attached Security Assessment Questionnaire and provide the requested documentation (e.g., latest audit reports, certificates of insurance) by **[Due Date]**. All documents should be uploaded to our secure portal at: [Link to Portal].

Should you have any questions regarding the audit process or the documentation required, please contact our Risk Management team at [Email Address] or [Phone Number].

We appreciate your cooperation and your continued partnership.

Sincerely,

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