

[Your Company Name]
[Your Department]
[Street Address]
[City, State, Zip Code]
[Date]

[Cloud Service Provider Name]
[Contact Person Name/Legal Department]
[Street Address]
[City, State, Zip Code]

RE: Notice of Risk Mitigation and Compliance Requirements

Dear [Contact Name],

This letter is formal notification regarding the risk mitigation measures required by [Your Company Name] in relation to the services provided under the agreement dated [Contract Date].

To ensure data integrity, security, and business continuity, we require formal confirmation and documentation regarding the following items:

- **Data Portability & Exit Strategy:** Documentation of the process and timelines for the secure extraction of our data in a platform-agnostic format should the service be terminated.
- **Security Certifications:** Current copies of your SOC 2 Type II, ISO 27001, or equivalent third-party audit reports.
- **Disaster Recovery:** A summary of your Recovery Time Objectives (RTO) and Recovery Point Objectives (RPO), including results from your most recent failover test.
- **Service Level Agreements (SLA):** Clear definitions of uptime guarantees and the specific remediation or credit process in the event of service outages.
- **Sub-processor Transparency:** A comprehensive list of third-party vendors who have access to our data and their respective security compliance statuses.

Please provide the requested documentation and a formal response acknowledging these mitigation requirements by [Due Date].

We look forward to your prompt cooperation in strengthening our operational resilience.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]