

Date: [Insert Date]

To: [Contact Name]

[Vendor Name]

[Address]

Subject: Advisory Regarding Fourth-Party Risk Exposure

Dear [Contact Name],

We are writing to you in your capacity as a valued service provider to [Your Company Name]. As part of our ongoing third-party risk management program, we have identified a potential risk originating from one of your downstream subcontractors (a "fourth party").

Identified Risk Detail:

- **Fourth-Party Name:** [Insert Subcontractor Name]
- **Nature of Risk:** [e.g., Data Breach, Financial Instability, Compliance Failure, Vulnerability]
- **Affected Services:** [List services provided to your company that rely on this subcontractor]

Because [Your Company Name] relies on your organization for critical business functions, any disruption or security compromise at the fourth-party level directly impacts our risk profile. We require a formal response regarding this matter to ensure our data and operations remain protected.

Requested Actions:

Please provide a written response by [Insert Date] addressing the following:

1. A confirmation of the extent to which our data or services are exposed to this fourth party.
2. A summary of the due diligence you have performed on this subcontractor in light of the identified risk.
3. An outline of your contingency or remediation plans to mitigate potential service interruptions or security threats.
4. Assurance that your organization is monitoring this subcontractor in compliance with our Master Service Agreement.

Please direct your response and any supporting documentation to [Insert Department/Email].

Thank you for your prompt attention to this security and operational matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]