

[Date]

[Recipient Name]

[Title]

[Vendor Company Name]

[Street Address]

[City, State, Zip Code]

Subject: Annual Compliance and Risk Management Inquiry

Dear [Recipient Name],

As part of [Your Company Name]'s ongoing commitment to regulatory compliance and risk management, we are conducting a formal review of our third-party partnerships. Our records indicate that your organization provides [Description of Services] to our company.

To ensure continued alignment with our internal policies and applicable industry regulations, please provide the following documentation and information by [Deadline Date]:

- Updated SOC 2 Type II reports or equivalent independent audit results.
- Evidence of current cyber insurance coverage.
- A summary of your Business Continuity and Disaster Recovery (BCDR) plans.
- Your organization's current Data Privacy Policy and GDPR/CCPA compliance status.
- Details of any significant security incidents or data breaches occurring within the last 12 months.

Please submit the requested files via our secure portal at [Link/Email Address]. If certain documents are subject to a Non-Disclosure Agreement (NDA) that is not already in place, please let us know immediately.

Failure to provide this information may impact our ability to maintain an active business relationship. We appreciate your cooperation in maintaining a secure and compliant supply chain.

Should you have any questions regarding this inquiry, please contact the Vendor Management Office at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Company Name]