

[Date]

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

**Subject: Notification of Updates to [Bank Name] Vendor Risk Management Policy**

Dear [Contact Name],

At [Bank Name], we are committed to maintaining the highest standards of security, compliance, and operational resilience. As part of our ongoing commitment to regulatory requirements and best practices, we have recently updated our Vendor Risk Management (VRM) Policy.

These updates are designed to strengthen our partnership by ensuring that all third-party relationships align with current financial industry regulations and data protection standards. The key changes include:

- Revised cybersecurity and data encryption requirements.
- Enhanced reporting timelines for operational incidents.
- Updated documentation requirements for annual due diligence reviews.
- Refined protocols for business continuity and disaster recovery testing.

As a valued partner, it is important that you review the updated policy requirements to ensure continued compliance. You can access the updated documentation via [Link to Portal/Attachment].

Please acknowledge receipt of this notification by [Date]. If you have any questions regarding these updates or how they may impact your specific service agreement, please contact our Vendor Management Office at [Email Address] or [Phone Number].

We appreciate your continued cooperation in helping us maintain a secure and stable banking environment.

Sincerely,

[Your Name]  
[Your Title]  
[Bank Name]