

Date: [Insert Date]

To: [Vendor Contact Name]

[Vendor Company Name]

[Vendor Address]

Subject: Addendum to Service Agreement - Updated IT Vendor Risk Management Requirements

Dear [Vendor Contact Name],

This letter serves as a formal Addendum to the [Title of Original Agreement] entered into on [Original Contract Date] between [Client Company Name] and [Vendor Company Name].

To ensure continued compliance with evolving cybersecurity standards and regulatory frameworks, [Client Company Name] has updated its Vendor Risk Management (VRM) protocols. The following requirements are hereby incorporated into our existing agreement:

- **Security Controls:** Compliance with [Specify Standard, e.g., SOC2, ISO 27001, or NIST] frameworks.
- **Data Protection:** Enhanced encryption standards for data at rest and in transit.
- **Audit Rights:** Annual submission of security assessment questionnaires or third-party audit reports.
- **Incident Reporting:** Notification of any suspected or confirmed data breach within [Number, e.g., 24/48] hours.
- **Business Continuity:** Regular testing and documentation of disaster recovery plans.

Please review the attached detailed specifications. These updates are mandatory to maintain our partnership and protect mutual data integrity. All other terms and conditions of the original Agreement remain in full force and effect.

Kindly acknowledge your receipt and acceptance of this Addendum by signing below and returning a copy to [Email Address/Department] by [Deadline Date].

Sincerely,

[Your Name]

[Your Title]

[Client Company Name]

Acknowledgment and Acceptance:

Authorized Signature: _____

Printed Name: _____

Date: _____