

[Date]

[Vendor Contact Name]
[Vendor Company Name]
[Vendor Address]
[City, State, Zip Code]

RE: Amendment to Service Agreement - Updates to Vendor Risk Management Requirements

Dear [Vendor Contact Name],

This letter serves as a formal amendment to the [Name of Original Agreement] entered into on [Original Start Date] between [Your Company Name] and [Vendor Company Name].

To ensure continued compliance with evolving regulatory standards and to enhance our data security framework, [Your Company Name] is updating its Vendor Risk Management (VRM) requirements. These updates are designed to protect both parties and ensure the integrity of our shared operations.

Effective [Effective Date], the following sections of our agreement are amended as follows:

- **Information Security:** Implementation of [Specific Security Standard, e.g., SOC2 Type II or ISO 27001] reporting.
- **Data Privacy:** Updated clauses regarding data processing in accordance with [Regulation, e.g., GDPR or CCPA].
- **Audit Rights:** Refined terms regarding annual security assessments and right-to-audit procedures.
- **Incident Response:** Updated notification timelines in the event of a suspected security breach.

Please review the attached formal amendment document. We kindly ask that an authorized representative signs and returns a copy to [Email Address/Department] by [Deadline Date].

Except as expressly modified by this amendment, all other terms and conditions of the original Agreement remain in full force and effect.

If you have any questions regarding these updates, please contact our Risk Management team at [Phone Number/Email].

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]