

[Your Name]
[Your Job Title]
[Your Company Name]
[Date]

[Vendor Contact Name]
[Vendor Job Title]
[Vendor Company Name]

Subject: Request for Vendor Risk Assessment Policy Alignment

Dear [Vendor Contact Name],

As part of [Your Company Name]'s ongoing commitment to security and regulatory compliance, we are conducting a review of our third-party partnerships to ensure alignment with our updated Risk Assessment Policies.

To maintain our partnership, we kindly request that you provide documentation or confirmation regarding the following areas:

- Current data protection and privacy protocols.
- Compliance certifications (e.g., SOC2, ISO 27001, GDPR).
- Incident response and business continuity plans.
- Results of your most recent third-party security audits.

Please review the attached Policy Alignment Checklist and return the completed form along with the requested documentation by [Date].

If there are discrepancies between your current operations and our policy requirements, we would like to schedule a brief meeting to discuss a remediation plan and timeline.

Thank you for your cooperation in ensuring a secure business environment.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Department]