

[Date]

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

Subject: Notice of Updated Risk Management Policy

Dear [Vendor Contact Name],

At [Your Company Name], we regularly review our internal protocols to ensure the security, stability, and integrity of our supply chain. We are writing to inform you that we have recently updated our Risk Management Policy.

As a valued partner, it is important that your operations align with these revised standards. The updates primarily focus on the following areas:

- [Specific Change 1: e.g., Cybersecurity Requirements]
- [Specific Change 2: e.g., Insurance Coverage Limits]
- [Specific Change 3: e.g., Business Continuity Planning]
- [Specific Change 4: e.g., Compliance Reporting Frequencies]

Please find the full version of the updated policy attached to this email. We kindly ask that you review the document and provide the following by [Deadline Date]:

1. A signed acknowledgment of the new policy.
2. [Optional: Updated certificates of insurance or security audits].
3. [Optional: Completion of the attached Risk Assessment Questionnaire].

We value our relationship with [Vendor Company Name] and appreciate your cooperation in maintaining a secure business environment. If you have any questions regarding these changes, please contact [Department/Contact Name] at [Email/Phone Number].

Sincerely,

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