

Date: [Insert Date]

To: [Insert Contact Name]
[Insert Vendor Company Name]
[Insert Vendor Address]

Subject: WARNING LETTER: Non-Compliance with Vendor Risk Management Requirements

Dear [Insert Contact Name],

This letter serves as a formal warning regarding [Vendor Company Name]'s failure to comply with our organization's Vendor Risk Management (VRM) requirements. As per our Master Service Agreement dated [Insert Date], all vendors are required to provide periodic security and risk updates.

Despite previous requests sent on [Insert Dates of Previous Reminders], we have not received the following mandatory documentation:

- [Item 1: e.g., Completed Security Questionnaire]
- [Item 2: e.g., Updated SOC2 Type II Report]
- [Item 3: e.g., Evidence of Cyber Insurance Renewal]

Failure to provide these updates creates a compliance gap and poses a potential risk to our operations. Please be advised that continued non-compliance may result in the following actions:

1. Suspension of new project awards.
2. Withholding of pending payments.
3. Formal termination of the business contract.

You are required to submit the outstanding documents via [Insert Submission Method/Portal] no later than [Insert Deadline Date].

If you have already submitted these documents or believe this letter has been sent in error, please contact the Risk Management Department immediately at [Insert Phone Number/Email].

Sincerely,

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