

[Company Letterhead]

[Date]

[Examiner Name/Regulatory Body]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

**RE: Attestation of Readiness for Third-Party Vendor Management Examination**

Dear [Examiner Name],

This letter serves to formally notify [Regulatory Body] that [Company Name] is prepared for the upcoming examination of our Third-Party Vendor Management program, scheduled to commence on [Start Date].

We have performed a comprehensive internal review of our vendor management framework to ensure compliance with [Specific Regulation/Guideline, e.g., OCC Bulletin 2013-29 or FFIEC Guidelines]. As part of our readiness preparations, we have organized the following documentation for your review:

- Current Third-Party Risk Management Policy and Governance Framework.
- Inventory of all third-party relationships, categorized by criticality and risk rating.
- Due diligence files for all high-risk and critical vendors, including SOC reports, financial statements, and business continuity plans.
- Samples of executed contracts containing required regulatory clauses.
- Evidence of ongoing monitoring activities and performance reviews.
- Minutes from Board or Committee meetings detailing third-party oversight.

A secure virtual data room has been established to provide your team with immediate access to these materials. Access credentials will be provided under separate cover.

[Name of Designated Contact] will serve as the primary point of contact for this examination and can be reached at [Phone Number] or [Email Address].

We look forward to working with your team to demonstrate the effectiveness of our risk management controls.

Sincerely,

[Signature]

[Name of Authorized Officer]

[Title, e.g., Chief Risk Officer / Vendor Management Officer]

[Company Name]