

[Date]

[Recipient Name]

[Recipient Title]

[Client Company Name]

[Address Line 1]

[Address Line 2]

Subject: Response to Vendor Risk Management Assessment - [Your Company Name]

Dear [Recipient Name],

Thank you for your inquiry regarding our information security and risk management practices. We appreciate the opportunity to demonstrate our commitment to protecting [Client Company Name]'s data and maintaining a secure partnership.

In response to your request, please find the following documentation attached to this letter:

- Completed Security Assessment Questionnaire (SIG/CAIQ or Custom Form)
- Latest SOC 2 Type II Audit Report (or equivalent certification)
- Information Security Policy Overview
- Business Continuity and Disaster Recovery Summary
- Proof of Professional Liability/Cyber Insurance

Our organization maintains a robust security framework designed to identify, assess, and mitigate risks across our physical and digital infrastructure. We undergo regular third-party audits to ensure our controls remain effective and compliant with industry standards.

Please note that some of the attached documents are considered "Confidential." We provide these under the terms of our existing Non-Disclosure Agreement (NDA) and request that they be handled accordingly within your risk assessment team.

If you require further clarification or wish to schedule a call with our Chief Information Security Officer (CISO), please contact [Contact Name] at [Phone Number] or [Email Address].

We look forward to our continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]