

[Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title/Department]

[Regulatory Body or Organization Name]

[Address]

Subject: Annual Third-Party Risk Management (TPRM) Framework Compliance Submission

Dear [Recipient Name],

This letter serves as the formal annual submission regarding [Company Name]'s compliance with the Third-Party Risk Management (TPRM) Framework for the reporting period of [Start Date] to [End Date].

In accordance with [Reference Regulation/Policy Name], we confirm that [Company Name] has maintained and operated a risk-based framework to identify, assess, monitor, and mitigate risks associated with our third-party relationships. Our compliance activities for this period included:

- Annual review and update of the TPRM Policy and supporting procedures.
- Completion of due diligence assessments for all new and renewing high-risk vendors.
- Ongoing performance monitoring and periodic risk reassessments of existing third parties.
- Verification of fourth-party (sub-contractor) concentrations where applicable.
- Internal auditing of the TPRM lifecycle to ensure operational effectiveness.

Please find the following documents attached as part of this submission:

1. Executive Summary of the Annual TPRM Risk Assessment.
2. Inventory of Critical and High-Risk Third-Party Service Providers.
3. Attestation of Compliance signed by the Chief Risk Officer or equivalent authority.

We certify that, to the best of our knowledge, [Company Name] is in material compliance with the established TPRM requirements. Any identified gaps are being addressed through documented remediation plans as detailed in the attachments.

Should you require further information or additional documentation, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Title]

[Company Name]