

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Date]

[Recipient Name/Department]
[Regulatory Authority Name]
[Authority Address]
[City, State, Zip Code]

RE: Submission of Cloud Service Provider (CSP) Risk Assessment - [Reporting Period/Project Name]

Dear [Recipient Name],

In accordance with [Title of Regulation/Requirement], [Your Company Name] is submitting the required Risk Assessment documentation regarding our engagement with [Cloud Service Provider Name].

The enclosed assessment evaluates the operational, security, and compliance risks associated with our use of [Cloud Provider Name] for [describe services, e.g., data storage, core infrastructure]. This report includes:

- An overview of the cloud service architecture and data classification.
- Analysis of the provider's security controls and third-party audit certifications (e.g., SOC 2, ISO 27001).
- Internal risk mitigation strategies and contingency planning.
- Details regarding data residency and jurisdictional compliance.

We confirm that [Your Company Name] has performed due diligence to ensure that the CSP meets the standards required for the protection of [sensitive data/financial services/health records] as mandated by [Regulatory Body].

Should you require further information or additional documentation regarding our cloud governance framework, please contact [Point of Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Name of Authorized Officer]
[Title/Position]
[Your Company Name]