

[Date]

[Recipient Name/Regulatory Body Name]

[Department]

[Address]

[City, State, Zip Code]

Subject: Submission of Fourth-Party Subcontractor Risk Assessment Report

Dear [Recipient Name or Title],

In accordance with [Cite Specific Regulation or Standard, e.g., OCC Bulletin 2013-29 or GDPR Article 28], [Company Name] is submitting this Fourth-Party Subcontractor Risk Assessment Report for the period of [Start Date] to [End Date].

This submission outlines our due diligence process regarding subcontractors engaged by our direct third-party service providers (fourth parties). The primary objective of this assessment is to ensure that critical dependencies do not introduce systemic risk or vulnerabilities to our operational resilience and data security frameworks.

The enclosed report includes:

- Identification of critical fourth-party subcontractors.
- Review of third-party oversight mechanisms and contractual compliance.
- Analysis of geographic risks and concentration risks.
- Mitigation strategies for identified high-risk vulnerabilities.

We confirm that all assessments have been conducted in alignment with our internal Risk Management Framework and the regulatory requirements set forth by [Regulatory Agency Name].

Should you require further documentation or a briefing regarding the methodologies used in this assessment, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Title, e.g., Chief Risk Officer]

[Company Name]