

[Date]

[Recipient Name]

[Recipient Title]

[Audit/Compliance Department]

[Organization Name]

[Address]

**RE: Submission of Remediation Evidence for Third-Party Risk Management (TPRM)  
Audit - [Audit Report Reference Number]**

Dear [Recipient Name],

This letter serves as the formal submission of remediation actions and supporting evidence regarding the findings identified in the Third-Party Risk Management audit conducted on [Date of Audit Report].

Management has addressed the identified gaps to strengthen our vendor oversight framework and mitigate potential third-party risks. The following remediations have been completed:

- **Finding [Number]:** [Brief Description of Finding]  
*Action Taken:* [Description of policy update, process change, or technical control implemented]
- **Finding [Number]:** [Brief Description of Finding]  
*Action Taken:* [Description of policy update, process change, or technical control implemented]

Attached to this letter is a detailed Remediation Tracker along with the following supporting documentation:

- Attachment A: Updated Third-Party Risk Management Policy
- Attachment B: Evidence of Revised Vendor Due Diligence Assessments
- Attachment C: Proof of Training for Procurement and Contract Managers
- [List additional evidence as necessary]

We believe these actions satisfy the requirements set forth in the audit recommendations. We request that the Internal Audit department review these materials to formally close these findings.

Please contact [Name of Point of Contact] at [Phone/Email] should you require further clarification or additional documentation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]  
[Your Department]