

[Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

**RE: Annual Financial Viability Assessment and Regulatory Compliance Reporting**

Dear [Vendor Contact Name],

As part of our ongoing commitment to regulatory compliance and third-party risk management, [Your Company Name] is required to conduct an annual review of the financial viability of our key service providers.

Pursuant to the terms of our Master Service Agreement dated [Contract Date] and in accordance with [Specific Regulation Name, e.g., OCC Bulletin 2013-29 / GDPR / HIPAA], please provide the following documentation for our review:

- Audited Financial Statements for the most recent fiscal year (Balance Sheet, Income Statement, and Cash Flow Statement).
- Most recent interim (quarterly) financial statements.
- A copy of your latest SSAE 18 (SOC 1 or SOC 2) Type II Report, if applicable.
- Evidence of current professional liability and cyber insurance coverage.
- A brief certification letter signed by your CFO confirming that there have been no material adverse changes in your financial position since the last audit.

Please submit these documents via our secure portal at [Link/URL] or return them to [Email Address] no later than [Due Date].

All financial information provided will be treated as strictly confidential and used solely for the purpose of our internal risk assessment and regulatory reporting requirements.

Thank you for your prompt cooperation in this matter. Please contact [Contact Person Name] at [Phone/Email] if you have any questions.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Company Name]