

[Organization Name]  
[Department Name]  
[Street Address]  
[City, State, Zip Code]

[Date]

[Contact Name]  
[Title]  
[Vendor Name]  
[Street Address]  
[City, State, Zip Code]

## **RE: Conclusion of Targeted Examination - Third-Party Vendor Management**

Dear [Contact Name],

This letter serves as formal notification that [Organization Name] has completed its targeted examination regarding the vendor management practices and operational controls of [Vendor Name]. The examination focused on activities conducted during the period of [Start Date] to [End Date].

The objective of this review was to assess compliance with the Master Service Agreement (MSA) and to evaluate the effectiveness of controls related to [specific area, e.g., data security, financial stability, or service delivery].

### **Examination Results:**

[Insert Summary of Findings: e.g., No material exceptions were noted / The following areas for improvement were identified:]

- [Finding/Observation 1]
- [Finding/Observation 2]

### **Required Actions:**

Based on the results, the following actions are required:

- [Action Item 1 and Due Date]
- [Action Item 2 and Due Date]

Please provide a written response confirming your receipt of this letter and a remediation plan for the items listed above by [Response Deadline Date].

We appreciate the cooperation of your staff during this process. If you have any questions regarding these findings, please contact [Examiner Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Signing Officer]

[Title]