[Date]

[Vendor Contact Name]
[Vendor Contact Title]
[Vendor Company Name]
[Vendor Address]

Subject: Annual Third-Party Risk Management (TPRM) Compliance Review

Dear [Vendor Contact Name],

As part of [Your Company Name]'s ongoing commitment to security and regulatory compliance, we conduct an annual review of our third-party relationships. This process ensures that all partners continue to meet our internal risk management standards and data protection requirements.

To complete this year's assessment, please provide the following updated documentation by [Due Date]:

- Updated SOC 2 Type II Report or equivalent security certification (ISO 27001).
- Current Business Continuity and Disaster Recovery (BCDR) summary.
- Evidence of most recent penetration testing or vulnerability assessment.
- Certificate of Insurance (COI) confirming active coverage.
- Completed Annual Security Questionnaire (attached).

Please submit these documents via [Submission Method/Portal Link]. Failure to provide this information may impact our ability to maintain an active partnership status.

If there have been any significant changes to your organization's ownership, infrastructure, or data processing locations in the past 12 months, please notify us immediately.

Thank you for your continued cooperation and partnership.

Best regards,

[Your Name]
[Your Title]
[Your Department]
[Your Company Name]