[Your Company Name]
[Your Department]
[Street Address]
[City, State, Zip Code]
[Date]

[Point of Contact Name]
[Title]
[Cloud Service Provider Name]
[Street Address]
[City, State, Zip Code]

Subject: Notification of Third-Party Risk Audit and Compliance Review

Dear [Point of Contact Name],

Pursuant to the service agreement dated [Agreement Date] between [Your Company Name] and [Cloud Service Provider Name], we are initiating a formal risk assessment and security audit of the services provided to our organization.

The purpose of this audit is to ensure that your current security controls, data handling practices, and infrastructure management align with our internal compliance requirements and industry standards (e.g., SOC2, ISO 27001, GDPR). Our objective is to verify the confidentiality, integrity, and availability of our data hosted within your environment.

We kindly request that you provide the following documentation by [Due Date]:

- Current SOC 2 Type II or SSAE 18 audit reports.
- Most recent penetration testing summary and remediation status.
- Updated Business Continuity and Disaster Recovery (BCDR) plans.
- Evidence of data encryption standards for data at rest and in transit.
- Third-party risk management summaries for your own sub-processors.

Additionally, we may require a brief meeting with your information security team to discuss specific control implementations. Please let us know who will be our primary point of contact for this audit process.

We appreciate your cooperation in maintaining a secure partnership. Please acknowledge receipt of this letter and confirm your ability to provide the requested materials.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]

[Your Email Address]
[Your Phone Number]