

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

[Recipient Name]
[Recipient Title]
[Vendor Company Name]
[Vendor Address]
[City, State, Zip Code]

RE: Formal Demand for Fourth-Party Risk Oversight and Disclosure

Dear [Recipient Name],

Pursuant to the Master Service Agreement dated [Date] between [Your Company Name] and [Vendor Company Name], we are issuing this formal demand for comprehensive transparency and oversight documentation regarding your critical sub-contractors (fourth-party vendors).

As part of our ongoing risk management and regulatory compliance requirements, we require the following information within [Number] business days:

- **Inventory of Critical Sub-contractors:** A complete list of fourth-party entities that process, store, or transmit our data or support essential services.
- **Risk Assessment Summaries:** Evidence of your initial and ongoing due diligence performed on these entities.
- **Contractual Flow-down Provisions:** Confirmation that our security, privacy, and "right to audit" requirements have been legally mandated in your agreements with these sub-contractors.
- **Performance and Incident Monitoring:** Reports regarding any service disruptions or security breaches originating from your fourth-party providers in the last [Number] months.
- **Contingency Plans:** Documentation of exit strategies or business continuity plans in the event of a critical fourth-party failure.

Failure to provide this documentation may be considered a breach of our contractual standards regarding risk oversight and may result in further action, including a formal audit or contract termination.

Please submit the requested documentation to [Contact Email/Portal]. We appreciate your prompt cooperation in ensuring the security of our supply chain.

Sincerely,

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