

Subject: Initial Vendor Risk Assessment - [Your Company Name]

Dear [Vendor Contact Name],

As part of [Your Company Name]'s standard vendor onboarding and risk management process, we require all partners to undergo an initial risk assessment. This ensures that our collaboration meets our security, privacy, and compliance standards.

To proceed with our engagement, please complete the following requirements by [Due Date]:

- Complete the attached Security and Risk Questionnaire.
- Provide a copy of your most recent SOC2 Type II report (or equivalent third-party audit).
- Provide a copy of your current Information Security Policy.
- Provide evidence of professional liability or cyber insurance.

Please submit the requested documentation via [Submission Method/Portal Link].

The information provided will be treated as confidential and used solely for the purpose of this risk evaluation. If you have any questions regarding this request, please contact [Your Name/Department] at [Email Address].

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]