

[Date]

[Recipient Name]

[Title]

[Vendor Company Name]

[Address Line 1]

[Address Line 2]

Subject: Advisory Regarding Identified Control Weaknesses

Dear [Recipient Name],

This letter serves as a formal advisory regarding the recent [Security Assessment/Audit/Review] conducted on [Date] concerning the services provided by [Vendor Company Name] to [Your Company Name].

During our evaluation, we identified specific control weaknesses that may pose a risk to the confidentiality, integrity, or availability of our shared data and business processes. The primary areas of concern include:

- [Description of Weakness 1: e.g., Lack of Multi-Factor Authentication]
- [Description of Weakness 2: e.g., Insufficient Patch Management]
- [Description of Weakness 3: e.g., Inadequate Employee Access Controls]

To ensure alignment with our corporate security standards and to mitigate potential risks, we request that you provide a formal Remediation Plan by [Due Date]. This plan should include:

1. Specific actions to be taken to address each identified weakness.
2. A projected timeline for the completion of these actions.
3. The name of the individual responsible for overseeing the remediation.

We value our partnership and believe that addressing these issues promptly will strengthen our collective security posture. We are available to discuss these findings in further detail should you require clarification.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Company Name]