

[Company Letterhead]

Date: [Date]

To: [Client Name / Stakeholder Name]

Attention: [Department / Contact Person]

Subject: Assurance Letter Regarding Third-Party Service Provider Remediation Efforts

Dear [Recipient Name],

This letter serves as formal assurance regarding the remediation actions taken by our third-party service provider, [Provider Name], following the [Security Incident / Audit Finding / Vulnerability Discovery] identified on [Date].

Upon notification of the issue, [Your Company Name] initiated a comprehensive review and oversight process to ensure that [Provider Name] addressed all identified risks. We have verified that the following remediation milestones have been completed:

- **Root Cause Analysis:** A thorough investigation was conducted to identify the underlying cause of the issue.
- **Patching and Mitigation:** All critical vulnerabilities were patched, and immediate technical controls were implemented.
- **Process Improvement:** Updated security protocols and monitoring tools have been deployed to prevent recurrence.
- **Verification Testing:** [Your Company Name] or an independent third party has validated the effectiveness of these fixes through [Testing Method/Audit].

Based on our assessment and the evidence provided by the service provider, we are confident that the identified risks have been mitigated to an acceptable level in accordance with our security standards and contractual obligations.

We remain committed to ongoing monitoring of [Provider Name] to ensure continued compliance and the protection of your data.

Should you require further documentation or have additional questions, please contact [Contact Name] at [Email/Phone Number].

Sincerely,

[Signature]

[Name]

[Title]

[Your Company Name]