

[Date]

[Recipient Name]

[Recipient Title]

[Vendor Company Name]

[Address Line 1]

[Address Line 2]

## **RE: Recommendations for Control Environment Improvements**

Dear [Recipient Name],

Following our recent review of the services provided by [Vendor Company Name], we have identified specific areas within your control environment that require enhancement. These recommendations are intended to align your internal processes with our organizational risk management standards and industry best practices.

Our assessment highlights the following recommendations for improvement:

- **Access Management:** Implement formal quarterly access reviews for all personnel with administrative rights to systems hosting our data.
- **Data Encryption:** Ensure all data at rest and in transit is encrypted using industry-standard protocols (e.g., AES-256).
- **Incident Response:** Formalize a communication protocol to notify our organization within [Number] hours of any identified security breach or unauthorized access.
- **Audit Logging:** Enable comprehensive logging for all system configuration changes and maintain these logs for a minimum of [Number] months.
- **Third-Party Risk:** Establish a formal vetting process for any subcontractors used in the delivery of services to our organization.

We request that you review these recommendations and provide a written remediation plan, including estimated completion dates for each item, by [Deadline Date].

We value our partnership and believe these improvements will strengthen the security and reliability of our collaborative operations. Please contact [Contact Name] at [Phone/Email] if you have any questions regarding these requirements.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]