

[Your Company Letterhead]

[Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Subject: Vendor Data Sharing Agreement for Audit and Monitoring

Dear [Vendor Name],

We are writing to formalize our mutual agreement regarding the sharing of data necessary for audit and monitoring purposes. This agreement is intended to ensure compliance with applicable regulations and enhance our collaborative partnership.

The key terms are as follows:

1. **Data Shared:** [Specify the types of data to be shared]
2. **Purpose:** The data will be used exclusively for audit and monitoring activities.
3. **Confidentiality:** Both parties agree to keep the shared data confidential and to use it solely for the stated purpose.
4. **Data Access:** Only designated personnel from [Your Company] will have access to the data.
5. **Duration:** This agreement will remain in effect until terminated by either party with [specify notice period].

Please confirm your acceptance of these terms by signing below and returning a copy of this letter by [specific date]. Should you have any questions, feel free to contact us directly.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Vendor Acceptance:

Signature: _____

Name: [Vendor Representative Name]

Title: _____

Date: _____