

Vendor Risk Report

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Vendor Risk Assessment

Introduction

This letter serves as a formal documentation regarding the vendor risk assessment conducted for [Vendor Name].

Vendor Information

- **Vendor Name:** [Vendor Name]
- **Vendor Contact:** [Contact Person]
- **Email:** [Email Address]
- **Phone:** [Phone Number]

Risk Assessment Summary

The following risks have been identified during the assessment:

1. **Risk Type:** [Type of Risk]
2. **Description:** [Description of Risk]
3. **Impact:** [Potential Impact]
4. **Mitigation Strategy:** [Proposed Strategy]

Recommendations

Based on our findings, we recommend the following actions:

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

Conclusion

We appreciate your cooperation and are committed to maintaining a strong partnership. Please feel free to reach out with any questions or concerns.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]