

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Subject: Request for Cybersecurity Incident Response Plan

Dear [Vendor Contact Name],

I hope this message finds you well. As part of our ongoing efforts to enhance our security posture and ensure that our partners are prepared for potential cybersecurity incidents, we are requesting a copy of your Incident Response Plan (IRP).

Understanding your approach to incident response is crucial for us to assess risks and work collaboratively in minimizing the impact of any cybersecurity incidents. We are particularly interested in details regarding:

- Incident identification and reporting procedures
- Roles and responsibilities during an incident
- Communication plans with stakeholders
- Post-incident review and improvement process

Please provide us with a copy of your Cybersecurity Incident Response Plan by [insert deadline]. If you have any questions or require additional information, do not hesitate to reach out to me directly.

Thank you for your cooperation and commitment to maintaining a secure partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]