

# Vendor Cybersecurity Training Requirements

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Dear [Vendor Contact Name],

As part of our ongoing commitment to cybersecurity, we require all our vendors to complete a cybersecurity training program. This training is essential to ensure that all personnel handling our data understand the necessary measures to protect sensitive information.

## Training Requirements:

- Completion of the Cybersecurity Awareness Training Program.
- Training certificate must be provided upon completion.
- Training should cover the following topics:
  - Phishing Awareness
  - Data Protection
  - Password Management
  - Incident Reporting Procedures

Please confirm receipt of this letter and provide the timeline for when your team will be undertaking this training. We appreciate your cooperation in maintaining a secure environment for our mutual business interests.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]