

# Vendor Data Breach Notification Policy Request

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

As part of our ongoing commitment to ensuring the security of sensitive information, we request that you provide a copy of your data breach notification policy. This policy is vital for assessing your organization's preparedness in the event of a data breach involving our shared data.

Specifically, we would like to understand:

- Your notification procedures and timelines following a data breach.
- The types of incidents that would trigger such notifications.
- Your communication protocol with affected parties.

Please provide the requested information by [Insert Deadline] to help us maintain compliance with data protection regulations and to ensure the security of our partnership.

Thank you for your immediate attention to this matter. If you have any questions, feel free to contact me at [Your Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]