

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor Name]

[Vendor Company]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are reaching out to inquire about your data protection practices and assurances. As our trusted vendor, it is essential for us to ensure that you comply with applicable data protection laws and maintain the highest standards for safeguarding sensitive information.

Please provide us with the following information:

- Details of your data protection policies and procedures.
- How you ensure compliance with relevant laws and regulations.
- Any certifications or audits conducted related to data protection.
- Incident response plan in the event of a data breach.
- Data encryption and storage measures you have in place.

We appreciate your prompt response to this inquiry, as it is crucial for us to address these concerns to maintain our partnership.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]