

Vendor Incident Response Plan Inquiry

Date: [Insert Date]

To: [Vendor Name]

From: [Your Name]

Subject: Inquiry Regarding Incident Response Plan

Dear [Vendor Name],

I hope this message finds you well. As part of our ongoing commitment to maintaining the security and integrity of our operations, we are currently reviewing the incident response plans of our key vendors.

We appreciate your cooperation in providing us with detailed information regarding your incident response plan. Specifically, we would like to inquire about the following:

- Overview of your incident response strategy
- Key personnel involved in incident response
- Communication protocols during an incident
- Incident escalation procedures
- Timelines for incident resolution
- Training and simulations conducted

Please let us know if you would prefer to discuss this over a call or if you can provide the information via email. Your prompt response would be greatly appreciated, as it will assist us in ensuring that our vendors remain compliant with our security standards.

Thank you for your attention to this important matter. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]