

# Vendor Information Security Policy Inquiry

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

I hope this message finds you well. As part of our ongoing commitment to maintaining a secure environment for our operations and ensuring compliance with relevant regulations, we are conducting a review of our vendor partnerships.

We kindly request your cooperation in providing information regarding your company's information security policies and practices. Specifically, we would like to understand:

- Your data protection measures and protocols.
- How you manage third-party risk related to information security.
- The frequency and scope of your security audits and assessments.
- Your incident response plan in the event of a data breach.
- Compliance with industry standards and regulations (e.g., GDPR, CCPA, ISO 27001).

We appreciate your prompt attention to this matter and would like to receive your response by [Insert Deadline Date]. Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]