

Vendor Risk Management Procedures Inquiry

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are conducting a thorough review of our vendor risk management procedures and require your assistance. As part of our ongoing commitment to ensuring safe and compliant partnerships, we kindly ask that you provide us with the following information:

- Overview of your vendor risk management processes and policies
- Details of any risk assessment methodologies employed
- Current certifications and compliance status (e.g., ISO, SOC, etc.)
- Incident response and data breach protocols
- Information regarding third-party audits or assessments

Please respond to this inquiry by [Insert Response Deadline]. If you have any questions or require further clarification, do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]