

# Vendor Security Controls Evaluation Letter

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

As part of our ongoing commitment to maintaining a secure environment, we conduct evaluations of the security controls of our third-party vendors. We are reaching out to request your assistance in completing our vendor security controls evaluation process.

To facilitate this process, please provide us with the following information:

- Overview of your information security program
- Current security certifications (e.g., ISO 27001, SOC 2)
- Details of your incident response plan
- Any recent security assessments or audits conducted
- Employee training procedures for security awareness

We appreciate your cooperation in this matter as it is critical for the ongoing partnership between our companies. Please submit the requested information by [Insert Deadline].

Thank you for your attention to this important matter. Should you have any questions or need further clarification, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Company]