

Vendor Risk Management and Continuity Assessment

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Subject: Vendor Risk Management and Continuity Assessment Request

Dear [Vendor Contact Name],

As part of our ongoing commitment to ensuring the security and reliability of our supply chain, we are conducting a comprehensive risk management and continuity assessment for all our vendors. This evaluation aims to identify potential risks associated with our partnership and ensure that you are equipped to maintain continuity of services in the event of unforeseen circumstances.

We kindly request your cooperation in providing the following information:

- Overview of your risk management policies and procedures.
- Details regarding business continuity planning.
- Information about data security measures and compliance with relevant regulations.
- Incident response protocols and past incident reports, if applicable.

Please submit the requested information by [Insert Deadline Date]. Our team will review your submission and may reach out for further clarification or details if necessary.

Thank you for your prompt attention to this matter. We appreciate your partnership and continued dedication to meeting our standards.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]