

Supplier Risk Assessment Procedure

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

As part of our commitment to maintaining high standards in supplier relations and ensuring compliance with our risk management policies, we conduct routine risk assessments on our suppliers.

This letter serves to inform you that we will be performing a risk assessment on your organization. The assessment will include the following areas:

- Financial stability
- Operational capability
- Quality control measures
- Compliance with regulatory requirements

We kindly ask you to provide the following documentation by [insert deadline]:

1. Latest financial statements
2. Insurance certificates
3. Quality assurance policies
4. Compliance certifications

Thank you for your cooperation in this important process. We look forward to continuing our partnership and will ensure that any information you provide remains confidential.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]