

Vendor Risk Report

Date: [Insert Date]

Vendor Name: [Insert Vendor Name]

Prepared By: [Insert Your Name]

1. Vendor Overview

[Provide a brief description of the vendor's services and importance to your organization.]

2. Risk Assessment

[Describe the risk assessment process and criteria used.]

Identified Risks:

- [Risk 1 Description]
- [Risk 2 Description]
- [Risk 3 Description]

3. Risk Mitigation Strategies

[Outline strategies to mitigate identified risks.]

4. Recommendations

[Provide recommendations for ongoing monitoring and management of vendor risks.]

5. Conclusion

[Summarize key points and state any urgent actions required.]

Prepared by: [Your Name]

Title: [Your Job Title]

Contact Information: [Your Email and Phone Number]