

# Supplier Risk Assessment Update

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Supplier Risk Assessment Update

Dear [Supplier Contact Name],

We hope this message finds you well. As part of our ongoing commitment to maintaining effective risk management practices, we are conducting a regular update of our supplier risk assessment.

We kindly request you to provide the following information:

- Any changes in your company's ownership or management structure.
- Updates regarding your financial stability.
- Information on any recent operational changes that may affect our engagement.
- Details of any incidents or breaches that have occurred since our last assessment.

Please respond to this request by [Insert Response Deadline] to ensure a smooth continuation of our partnership.

Thank you for your cooperation and prompt attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]