

# Vendor Contract Risk Assessment

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Subject: Vendor Contract Risk Assessment

Dear [Vendor Contact Name],

We are writing to inform you that as part of our standard procedures, we conduct a thorough risk assessment for all vendor contracts. This is to ensure that all potential risks associated with our partnership are identified and managed effectively.

Please provide the following information at your earliest convenience:

- Overview of your organization and its services
- Details on data security measures in place
- Insurance coverage information
- Compliance with relevant regulations
- Any prior risk assessment reports

We appreciate your cooperation in this matter and look forward to your prompt response. If you have any questions or need further clarification, please do not hesitate to contact us.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]