

Vendor Operational Risk Assessment

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are conducting a Vendor Operational Risk Assessment as part of our commitment to ensure a robust risk management framework. This process enables us to evaluate the operational risks associated with our partnership and ensures that we meet industry standards.

We kindly request your cooperation in completing the attached Operational Risk Assessment Questionnaire by [insert deadline]. Your timely response will greatly assist us in this evaluation.

Thank you for your attention to this important matter. Should you have any questions or require further clarification, please do not hesitate to reach out to us.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

Attachment: Operational Risk Assessment Questionnaire