

# Operational Risk Assessment for Vendor Management

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

Subject: Operational Risk Assessment for Vendor Management

As part of our ongoing commitment to maintaining operational excellence and ensuring regulatory compliance, we conduct regular risk assessments of our vendors. This letter serves as a formal request for information regarding your operational capabilities and risk management practices.

To facilitate our assessment, please provide the following information:

- Details of your risk management framework.
- List of key operational risks associated with your services.
- Documentation of any recent incidents or disruptions.
- Your business continuity plan and disaster recovery procedures.
- Data security measures and compliance with relevant regulations.

We appreciate your cooperation in this matter. Please send the requested information by [Insert Deadline Date]. If you have any questions or require further clarification, do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]