

Notification of Supplier Risk Management Review

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Supplier Risk Management Review Notification

Dear [Supplier Contact Name],

We hope this message finds you well. As part of our ongoing commitment to risk management and ensuring the quality of our supplier relationships, we are conducting a Supplier Risk Management Review.

This review will evaluate the current risk factors associated with our partnership and how they align with our compliance and operational standards. We greatly value your cooperation and transparency during this process.

The review is scheduled to take place on [Insert Date] at [Insert Time]. We kindly request your presence and any necessary documentation to facilitate a productive discussion.

Please feel free to reach out if you have any questions or require further clarification regarding the review process.

Thank you for your attention and cooperation.

Best regards,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]