

Contractor Risk Assessment for IT Service Providers

Date: [Insert Date]

To: [Contractor Name]

Address: [Contractor Address]

Subject: Risk Assessment for IT Services

Dear [Contractor Name],

As part of our commitment to ensuring the security and integrity of our IT services, we are conducting a risk assessment of all contracted service providers. This letter serves to outline our expectations and the information we require from you to complete this assessment.

Requested Information:

- Details of your organization's data protection policies.
- Information regarding your incident response plan.
- List of any third-party vendors you engage with.
- Evidence of compliance with relevant regulations (e.g., GDPR, ISO 27001).
- Assessment of potential risks associated with the services provided.

We value the partnership we have with your organization and believe that a transparent risk assessment process benefits both parties. Please submit the requested information by [Insert Deadline].

If you have any questions or require further clarification, do not hesitate to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]