

Supply Chain Exposure Review

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are conducting a review of our supply chain exposure as part of our ongoing commitment to risk management and operational excellence. We believe that understanding potential vulnerabilities within our supply chain is crucial for maintaining business continuity and competitive advantage.

Please provide us with the following information:

- Overview of your company's supply chain structure.
- Identification of key suppliers and any associated risks.
- Details regarding contingency plans for potential disruptions.
- Any other relevant information that may support our review.

We appreciate your prompt attention to this matter and kindly request that you submit your response by [Insert Deadline].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]