

# Technology Risk Assessment for Third-Party Vendor Evaluation

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

Subject: Technology Risk Assessment Submission

Dear [Vendor Contact Name],

As part of our commitment to maintaining the highest standards of security and compliance, we are conducting a technology risk assessment for third-party vendors. This assessment is essential in ensuring that our partnership aligns with our organizational policies and regulatory requirements.

We kindly request your cooperation in providing the following information:

- Overview of your technology infrastructure
- Data security measures in place
- Compliance with relevant regulations (e.g., GDPR, HIPAA)
- Incident response and disaster recovery plans
- Third-party vendor management processes

Please submit the requested information by [Insert Deadline Date]. If you have any questions or require further clarification, feel free to reach out to me at [Your Contact Information].

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Company Contact Information]