

# Configuration Management Compliance Requirements

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

Dear [Recipient Name],

Subject: Configuration Management Compliance Requirements

We are reaching out to ensure that all required configuration management compliance standards are met as part of our ongoing commitment to maintaining the integrity and security of our systems.

## Compliance Requirements Overview

- Establish and maintain a Configuration Management Plan (CMP).
- Identify and document all configuration items (CIs).
- Implement change management processes for CIs.
- Conduct regular audits and assessments of configurations.
- Provide training and support to relevant personnel.

As part of our compliance program, we request that you review and provide the necessary documentation confirming adherence to these requirements by [Insert Deadline].

If you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]