

Preliminary Assessment of Data Processing Agreement

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Address]

[Insert City, State, Zip]

Dear [Recipient Name],

We are writing to provide a preliminary assessment of the Data Processing Agreement (DPA) you submitted for review on [Insert Submission Date]. Our team has conducted an initial analysis to ensure compliance with relevant data protection regulations.

Below are the key findings:

- Data Categories: [Insert Findings]
- Data Subjects: [Insert Findings]
- Processing Purposes: [Insert Findings]
- Data Security Measures: [Insert Findings]
- Sub-processor Engagement: [Insert Findings]

Please review the findings and let us know if you have any questions or require further clarification. We recommend discussing the areas highlighted in our assessment in further detail.

Thank you for your cooperation. We look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]