

# Supplier Risk Assessment Follow-Up

To: [Supplier Name]

Date: [Insert Date]

Dear [Supplier Contact Name],

We hope this message finds you well. As part of our ongoing commitment to compliance and risk management, we are following up on the recent supplier risk assessment conducted on [Insert Date of Assessment].

In order to ensure compliance with our standards and regulatory requirements, we kindly request that you provide additional documentation regarding the following aspects:

- Updated compliance certifications
- Recent audit reports
- Evidence of risk mitigation measures implemented

Please submit the requested documents by [Insert Deadline]. Your cooperation in this process is greatly appreciated and will help maintain a strong and compliant business relationship.

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 Position]

[Your Company]

[Your Contact Information]