

# Supplier Risk Assessment Follow-Up

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We hope this message finds you well. As part of our ongoing commitment to managing supplier risk, we are conducting a financial stability review of our key suppliers, including your organization. This assessment is crucial to ensure the sustainability and reliability of our supply chain.

To proceed, we kindly request the following documentation:

- Latest financial statements (balance sheet, income statement, cash flow statement)
- Credit ratings and reports from recognized agencies
- Any recent changes in ownership or management structure
- Information on recent or upcoming major projects or investments

Please provide this information by [Insert Deadline Date] to ensure a timely review process. If you have any questions or need further clarification, do not hesitate to reach out to us directly at [Your Contact Information].

Thank you for your prompt attention to this matter. We appreciate your cooperation and look forward to continuing our successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]