

Supplier Risk Assessment Follow-Up

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Subject: Follow-Up on Supplier Risk Assessment and Incident Reporting

Dear [Supplier Contact Name],

We hope this message finds you well. In light of our recent risk assessment regarding your services, we would like to follow up on the incident reported on [insert incident date]. It is crucial for us to understand the circumstances surrounding this incident to mitigate any potential risks to our operations.

Could you please provide us with the following information?

- Detailed description of the incident
- Root cause analysis
- Actions taken to address the incident
- Preventive measures implemented to avoid future occurrences

We appreciate your prompt attention to this matter as it is vital for maintaining the integrity of our supply chain. Please respond by [insert response deadline].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]