

Supplier Risk Assessment Follow-Up

Date: [Insert Date]

To: [Supplier's Name]

Attention: [Contact Person's Name]

[Supplier's Address]

Dear [Contact Person's Name],

We hope this message finds you well. As part of our ongoing performance monitoring and risk assessment process, we are following up on our previous discussions regarding our partnership and the measures in place to manage potential risks associated with supplier performance.

We appreciate your collaboration in providing the necessary information as outlined in our last assessment. To ensure continuous improvement and alignment with our expectations, we kindly request an update on the following points:

- Progress on action items identified in the last risk assessment.
- Any changes to your operational or financial status.
- Updates on your compliance with our predefined performance metrics.
- Details of any challenges you are currently facing that may affect our partnership.

We value our relationship and are committed to working together to address any potential issues proactively. Please send your update by [Insert Due Date] so we can incorporate it into our records.

Thank you for your attention to this matter. We look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]