

Supplier Risk Assessment Follow-Up

Date: [Insert Date]

To: [Supplier's Name]

Address: [Supplier's Address]

Dear [Supplier's Contact Name],

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

We would like to request the following information to complete our quality check process:

- [Insert Specific Information Needed 1]
- [Insert Specific Information Needed 2]
- [Insert Specific Information Needed 3]

We appreciate your prompt attention to this matter and kindly ask that you provide the requested information by [Insert Due Date]. Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your cooperation and support in maintaining our quality standards.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]