

Supplier Risk Assessment Update

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

Dear [Supplier Contact Name],

We hope this message finds you well. As part of our ongoing commitment to ensure the integrity and reliability of our supply chain, we are conducting an updated risk assessment for all our suppliers.

We kindly ask you to provide the following information by [Insert Deadline]:

- Updated financial information
- Details of any changes in company ownership or structure
- Information concerning any recent incidents or disruptions
- Compliance with regulations and standards relevant to your operations

Your timely response will help us evaluate the current risk levels and enhance our partnership moving forward. Should you have any questions or require assistance, please feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]