

Supplier Risk Assessment Update

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We are reaching out to inform you about the latest updates regarding our Supplier Risk Assessment process. As part of our commitment to maintaining a strong and transparent relationship with our valued suppliers, we conduct regular assessments to ensure compliance with our standards and identify any potential risks.

Please find the key points of the recent assessment:

- **Assessment Date:** [Insert Date]
- **Risk Level:** [Low/Medium/High]
- **Identified Risks:** [Briefly list identified risks]
- **Mitigation Actions Required:** [Details on required actions]

We kindly request that you review these findings and provide us with your feedback or any additional information by [Insert Response Deadline]. Your prompt attention to this matter will help us work together effectively to mitigate any risks.

Thank you for your cooperation. Should you have any questions, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]