

Supplier Risk Management Notification

Date: [Insert Date]

To: [Supplier Name]

[Supplier Address]

Dear [Supplier Contact Name],

We are conducting our routine supplier risk management assessments and would like to inform you of some recent developments that impact our partnership.

1. [Description of Risk/Concern]
2. [Impact on Supplier Relationship]
3. [Required Actions or Mitigation Steps]

We appreciate your immediate attention to this matter and your continued commitment to maintaining the standards of our agreement. Please respond by [insert deadline] with your action plan to mitigate the identified risks.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]