

# Cybersecurity Compliance Reminder

Dear [Vendor Name],

We hope this message finds you well. As part of our ongoing commitment to maintaining a secure environment, we would like to remind you of our cybersecurity compliance requirements.

As per our agreement, it is essential that all vendors adhere to the following cybersecurity standards:

- Regular security assessments and vulnerability scans
- Data encryption protocols
- Incident response and reporting procedures
- Staff training on cybersecurity best practices

Please ensure that the necessary measures are in place and documented by [specific date]. Compliance with these standards is critical to our partnership and the overall security of our operations.

If you have any questions or require further clarification, please do not hesitate to reach out to us.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]