

Date: [Insert Date]

To: [Insert Vendor Contact Name]

[Insert Vendor Company Name]

[Insert Vendor Address]

Subject: Initial Data Security Compliance Assessment

Dear [Insert Contact Name],

As part of [Insert Your Company Name]'s ongoing commitment to data security and regulatory compliance, we are conducting a formal review of the security practices of our third-party partners. This process ensures that all organizations handling our data or accessing our systems meet our minimum security requirements.

To proceed with our assessment, please provide the following documentation by [Insert Due Date]:

- **Security Certification:** A copy of your most recent SOC 2 Type II report, ISO 27001 certification, or equivalent third-party audit.
- **Security Questionnaire:** Completion of the attached [Insert Questionnaire Name/Link].
- **Privacy Policy:** A copy of your current data privacy policy.
- **Business Continuity Plan:** A summary of your Disaster Recovery and Incident Response protocols.

Please send these documents via [Insert Submission Method, e.g., secure portal link or email address].

If you have any questions regarding this request, please contact our security compliance team at [Insert Email Address/Phone Number].

Thank you for your cooperation in maintaining a secure business environment.

Best regards,

[Your Name]

[Your Title]

[Your Department]

[Your Company Name]