

[Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

**Subject: Annual Information Security Compliance Audit**

Dear [Contact Name],

As part of [Agency Name]'s commitment to data protection and our ongoing compliance requirements, we are conducting our annual Information Security Audit of all third-party vendors who have access to our systems or sensitive client information.

To maintain our partnership, please provide the following documentation by [Due Date]:

- A copy of your most recent SOC 2 Type II report or equivalent security certification (ISO 27001).
- Your current Information Security Policy and Incident Response Plan.
- Evidence of employee security awareness training completed within the last 12 months.
- Confirmation of your data encryption standards for data at rest and in transit.
- Completed Vendor Security Questionnaire (attached).

Please submit these documents via our secure portal at [Link] or email them directly to [Email Address].

Failure to provide this information may result in a review of our business relationship to ensure we remain compliant with state and federal insurance regulations regarding data privacy.

Thank you for your cooperation in keeping our mutual data secure.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Phone Number]