

[Date]

[Contact Name]

[Title]

[Software Provider Name]

[Address]

[City, State, Zip Code]

Subject: Annual Cyber Security Assessment Request

Dear [Contact Name],

As part of [Your Company Name]'s ongoing commitment to data security and regulatory compliance, we perform periodic reviews of our third-party software providers. To ensure the continued protection of our data, we require an updated assessment of your current security posture.

Please provide the following documentation by [Due Date]:

- A copy of your most recent SOC 2 Type II report or ISO 27001 certification.
- Summary results of your latest third-party penetration test.
- Completed Security Assessment Questionnaire (attached).
- Your current Business Continuity and Disaster Recovery (BCDR) summary.
- Evidence of current cyber liability insurance coverage.

Please send the requested documents securely to [Email Address/Portal Link]. If any of these documents require a non-disclosure agreement (NDA) prior to release, please let us know immediately.

Thank you for your cooperation in maintaining a secure partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Company Name]