

[Date]

[Vendor Contact Name]
[Vendor Company Name]
[Vendor Address]

Subject: Vendor Network Security and Infrastructure Compliance Request

Dear [Vendor Contact Name],

As part of [Your Company Name]'s ongoing commitment to data security and regulatory compliance, we are conducting a mandatory review of the security protocols of our third-party partners. To maintain our partnership, we require verification that your network infrastructure meets our security standards.

Please provide the following documentation and information by [Due Date]:

- Current SOC 2 Type II report, ISO 27001 certification, or equivalent third-party audit results.
- Evidence of recent external penetration testing and vulnerability scans.
- A summary of your data encryption standards for data at rest and in transit.
- Details regarding your Incident Response Plan and Disaster Recovery procedures.
- Completed Vendor Security Questionnaire (attached).

If your organization has recently updated its security posture or moved to a new infrastructure environment, please include those details in your response.

Please submit all requested documents to [Email Address/Portal Link]. If you have any questions regarding this request, please contact our Security Compliance Team at [Phone Number/Email].

Thank you for your prompt attention to this matter and for your commitment to secure operations.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]