

[Your Name/Title]  
[Your Company Name]  
[Your Address]  
[Date]

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

**Subject: Request for Incident Response and Data Breach Protocol Documentation**

Dear [Vendor Contact Name],

As part of our ongoing commitment to data security and regulatory compliance, [Your Company Name] is conducting a periodic review of our third-party service providers' security protocols. Given our current partnership, we require formal documentation regarding your incident response and data breach procedures.

Please provide the following information by [Date]:

- A copy of your current Incident Response Plan (IRP).
- Your defined timeline for notifying [Your Company Name] in the event of a suspected or confirmed data breach.
- Contact information for your 24/7 Security Operations Center (SOC) or designated emergency response team.
- Details regarding your data encryption standards and backup recovery procedures.
- Documentation of your most recent incident response simulation or "tabletop" exercise.

Please confirm receipt of this request. If your organization uses a standardized security portal or a SOC 2 Type II report to address these requirements, please provide the necessary access or attachments.

We appreciate your cooperation in ensuring the continued security of our shared data environments.

Best regards,

[Signature]  
[Printed Name]  
[Job Title]  
[Phone Number]  
[Email Address]