

[Sender Name]
[Sender Title]
[Organization Name]
[Address]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Address]

Subject: Formal Request for Regulatory Data Security Framework Compliance Documentation

Dear [Recipient Name],

This letter serves as a formal request regarding your organization's compliance with the [Insert Specific Regulation, e.g., GDPR, HIPAA, CCPA] data security framework. As part of our ongoing due diligence and regulatory requirements, we must verify that all partners and service providers handle sensitive data in accordance with established legal standards.

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

- Current certification or attestation of compliance (e.g., SOC 2 Type II, ISO 27001).
- Evidence of recent third-party security audits or vulnerability assessments.
- A summary of your data encryption protocols for data at rest and in transit.
- Your organization's Incident Response Plan and data breach notification policy.
- The completed Data Security Questionnaire attached to this letter.

Failure to provide this information may impact our ability to maintain our professional engagement and could result in a formal review of our service agreement.

Please direct all documentation to [Contact Person Name/Email Address]. If you have any questions regarding this request, please contact us immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]
[Printed Name]
[Organization Name]