

[Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Subject: Notification of Third-Party Vendor Access Management and Encryption Policy

Dear [Contact Name],

As part of [Your Company Name]'s commitment to data security and regulatory compliance, we are formally notifying you of our updated Third-Party Vendor Access Management and Encryption Policy.

Effective [Effective Date], all vendors with access to our internal systems or sensitive data are required to adhere to the following standards:

- **Access Management:** Access to our systems must be governed by the principle of least privilege. Accounts must use Multi-Factor Authentication (MFA) and are subject to periodic access reviews.
- **Data Encryption:** All data shared with or stored by your organization on behalf of [Your Company Name] must be encrypted both at rest and in transit using industry-standard protocols (e.g., AES-256, TLS 1.2+).
- **Security Monitoring:** Vendors must maintain logs of administrative actions and provide notification of any security incidents within [Number] hours of discovery.

Please review the attached policy document in full. To maintain your status as an authorized vendor, we require a signed acknowledgment of these terms or a summary of your current security controls that meet these requirements.

Please return the signed acknowledgment to [Email Address/Department] by [Deadline Date]. Failure to comply with these security standards may result in the suspension of system access or termination of our service agreement.

Thank you for your cooperation in protecting our mutual data assets.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]