[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

**Subject: Request for Updated Security Compliance Certifications**

Dear [Vendor’s Name/Contact],

We hope this message finds you well. As part of our commitment to maintaining the highest security standards, we are conducting a routine review of vendor compliance documentation. To ensure our records are current and complete, we kindly request updated copies of your security compliance certifications.

**Requested Certifications**

Please provide updated documentation for the following:

* [*List specific certifications, e.g., ISO 27001, SOC 2, GDPR compliance, etc*.]
* [*Additional security-related policies or procedures, if applicable*].

**Submission Details**

We ask that the updated documents be submitted to [email address/upload portal link] by [DEADLINE DATE]. If you need additional time, please let us know at your earliest convenience.

**Why This Is Important**

Your compliance with these standards is essential to ensuring the safety and integrity of our partnership. Up-to-date certifications help us mitigate risk and maintain the trust of our stakeholders.

If you have any questions or require assistance, please do not hesitate to reach out to [Name, Title] at [Email Address/Phone Number].

Thank you for your prompt attention to this matter, and we appreciate your ongoing partnership.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]