

**Continuous Security Awareness – Establish the Relationship**

Email to Management with Forward to IT

**Subject Line**: Third-party Security Risk Assessment help

First Name,

Thank you for filling out the necessary information to get started with your Security Risk Assessment! I have reviewed the information you provided and found some technical details we will need to gather from your IT provider. Getting this additional information is an important part of ensuring your Security Risk Assessment is as accurate as possible.

**The below email contains the technical questions and information that I will need to conduct your assessment. Please forward this email along to your IT provider as soon as possible so we can move forward.**

Thank you,

[Signature]



Hi [First Name of IT Provider],

We have engaged [Your Name] from [Your Company] to complete a third-party Security Risk Assessment to ensure all our bases are covered. I have started filling out the necessary information to begin the assessment, however, there is some technical information that I am unfamiliar with. Can you please assist me by providing the following information?

[Insert Missing Questions / Organization Info]

Examples of missing information from the Organization Profile & Questionnaire below:



**Organization Profile:**

What is the network operation system?

**Question 55**: Does the organization have a firewall in place on the network?

If you have any questions or need to discuss further, please contact [Your Name], who is copied in this email, directly. We would like to have this information to complete the assessment by [Insert Date].

Thank you,

[Management Email Signature]