Dear [Vendor's Name],

I hope this message finds you well.

As part of a recent initiative, [Library Name] is conducting a review of the security protocols followed by our key vendors. Given the importance of our partnership, we would appreciate your assistance in providing some security-related information.

Could you kindly share how frequently you perform database backups and if you adhere to any specific security standards or frameworks? This will help us ensure that we can maintain a secure and compliant environment, and I can report the relevant details to my colleagues.

Thank you for your cooperation, and please let me know if you need any further information.

Best regards,  
[Your Full Name]  
[Your Job Title]  
[Library Name]