

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Summary of HTTPS Findings

I hope this message finds you well. I am writing to provide a summary of our recent findings related to the implementation and effectiveness of HTTPS across our web properties.

1. **Overview**

- Brief description of the purpose of the HTTPS analysis.

2. **Findings**

- Summary of key observations:
 - [Finding 1: e.g., Identified pages not served over HTTPS]
 - [Finding 2: e.g., Mixed content issues detected]
 - [Finding 3: e.g., Expired SSL certificates]

3. **Impact**

- Discuss potential risks associated with the identified issues, including security vulnerabilities and implications for user trust.

4. **Recommendations**

- Outline actionable steps to address the findings:
 - [Recommendation 1: e.g., Enforce HTTPS across all pages]
 - [Recommendation 2: e.g., Resolve mixed content problems]
 - [Recommendation 3: e.g., Renew SSL certificates promptly]

5. **Next Steps**

- Suggest a timeline for implementation and possible follow-up meetings to discuss progress.

Thank you for your attention to these important findings. Please feel free to reach out if you have any questions or require further details.

Sincerely,

[Your Name]
[Your Position]
[Your Company]