

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Subject: NTFS Security Audit Notification

Dear [Recipient Name],

We are conducting a comprehensive audit of our NTFS security protocols and access controls to ensure data integrity and compliance with industry standards. This audit is part of our ongoing commitment to safeguarding sensitive information and mitigating potential risks.

The audit process will involve:

1. **\*\*Review of Access Permissions\*\***: Analyzing current user access levels to various directories and files.
2. **\*\*Compliance Check\*\***: Ensuring that access aligns with our internal policies and regulatory requirements.
3. **\*\*Vulnerability Assessment\*\***: Identifying any security weaknesses or unauthorized access points within the NTFS structure.

The audit will take place from [start date] to [end date]. We kindly ask for your cooperation in allowing our audit team access to necessary systems and documentation.

Should you have any questions or require further clarification regarding the audit process, please feel free to contact me directly at [your phone number] or [your email address].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]