

[Your Company Letterhead]

[Date]

[Client Name]

[Client Title]

[Client Company]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

Subject: Notification of Vulnerability Assessment

We are writing to inform you that we will be conducting a vulnerability assessment on [specific systems/applications/network] within your organization. This assessment is scheduled for [start date] to [end date].

The purpose of this assessment is to identify and evaluate potential security vulnerabilities that may affect your systems. Our team will utilize industry-standard methodologies and tools to ensure a comprehensive evaluation of your security posture.

Please ensure that the necessary access permissions are granted to our team during this period. We recommend that any critical operations are scheduled accordingly to minimize disruption.

Should you have any questions or need further clarification regarding this assessment, please do not hesitate to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]