

[Your Company Letterhead]
[Date]

[Client Name]
[Client Title]
[Client Company]
[Client Address]
[City, State, Zip Code]

Dear [Client Name],

Subject: Letter of Engagement for Vulnerability Assessment

We are pleased to confirm our engagement with [Client Company] to conduct a comprehensive vulnerability assessment. This letter outlines the scope, objectives, and terms of our engagement.

****1. Objectives****

- To identify and evaluate vulnerabilities within [specific systems/applications/networks].
- To provide actionable recommendations to mitigate identified risks.

****2. Scope of Work****

- Preliminary data gathering and assessment planning.
- Assessment of the technical environment including [details of systems to be assessed].
- Analysis of findings and creation of a detailed report.
- Presentation of findings and recommendations to your team.

****3. Timeline****

The assessment is expected to commence on [start date] and conclude by [end date], with a final report submitted by [report submission date].

****4. Fees****

The total fee for this engagement will be [total fee], payable in [payment terms].

****5. Confidentiality****

We commit to maintaining the confidentiality of all proprietary information obtained during the assessment.

If you agree with the terms stated in this letter, please sign below and return a copy to us.

We look forward to working with you on this important project.

Sincerely,

[Your Name]
[Your Title]
[Your Company]
[Your Contact Information]

Agreed and Accepted:

[Client Name]
[Client Title]
[Client Company]
[Date]