

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

Dear [Recipient Name],

Subject: Request for Vulnerability Assessment

I hope this message finds you well. We are reaching out to request a comprehensive vulnerability assessment of our systems and infrastructure at [Your Company/Organization Name].

As part of our ongoing efforts to enhance security and protect sensitive information, we believe it is essential to identify and address potential vulnerabilities. We would appreciate your expertise in conducting this assessment.

Please provide us with the following information:

1. Scope of the assessment
2. Methodology and tools used
3. Timeline for completion
4. Cost estimates
5. Reporting process

We are looking to commence this assessment by [desired start date], if possible. Thank you for considering our request. We look forward to your prompt response.

Best regards,

[Your Name]  
[Your Title]  
[Your Company/Organization]