

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notification of Upcoming Vulnerability Assessment

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you of an upcoming vulnerability assessment scheduled to take place on [start date] through [end date].

The purpose of this assessment is to identify and address potential security weaknesses within our systems and processes. This proactive approach will help ensure the safety and integrity of our data and infrastructure.

Please be advised that during this time, you may experience brief interruptions in service or communication. We appreciate your understanding and cooperation as we work to enhance our security measures.

If you have any questions or require further information, please do not hesitate to reach out to [Contact Person's Name] at [Contact Person's Email] or [Contact Person's Phone Number].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]