

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

Dear [Recipient Name],

Subject: Request for Vulnerability Assessment

I hope this message finds you well. I am writing to formally request a vulnerability assessment for our [specific system/network/application] at [Your Company/Organization].

As part of our commitment to enhancing our security posture and ensuring the integrity of our systems, we believe it is essential to identify any existing vulnerabilities that could be exploited.

We are interested in assessing the following areas:

1. [Area 1]
2. [Area 2]
3. [Area 3]

We would appreciate your expertise in this matter. Please let us know your availability for a preliminary meeting to discuss the scope and logistics of the assessment.

Thank you for considering our request. We look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Position]