

[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 Conducting Vulnerability Assessment

I hope this message finds you well.

As part of our ongoing commitment to maintaining the security and integrity of our systems, we are planning to conduct a comprehensive vulnerability assessment for [specify scope or system]. We believe that identifying potential vulnerabilities is crucial in safeguarding our assets and ensuring compliance with industry standards.

We kindly request your cooperation in this process, which will involve [briefly outline the assessment process, e.g., penetration testing, system scans, etc.]. We aim to commence the assessment on [start date] and anticipate completing it by [end date].

Please let us know your availability for a kickoff meeting to discuss the details further. Your input is invaluable in ensuring a thorough assessment.

Thank you for your attention to this matter. We look forward to collaborating with you.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Your Company/Organization]