

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Vulnerability Assessment Communication

We are writing to inform you about the upcoming vulnerability assessment scheduled for [insert date]. This assessment is a proactive measure to identify potential security weaknesses within our systems and infrastructure.

Objectives of the Vulnerability Assessment:

1. Identify vulnerabilities in our network and systems.
2. Evaluate the effectiveness of existing security controls.
3. Provide recommendations to mitigate risks.

Scope of the Assessment:

The assessment will encompass the following areas:

- Network configurations
- Web applications
- Database security
- Endpoint security

We anticipate the assessment will take place over [insert duration] and will involve collaboration with your team to ensure a comprehensive review. Your cooperation is crucial for the success of this assessment. Please feel free to reach out if you have any questions or require further details. We appreciate your assistance in enhancing our security measures.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]