

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

Dear [Recipient Name],

Subject: Letter of Intent for Vulnerability Assessment

I am writing to express our intent to conduct a comprehensive vulnerability assessment for [Recipient Organization/Project Name]. This assessment aims to identify potential security weaknesses and enhance the overall security posture of [specific systems, assets, or processes].

Objectives of the Assessment:

- [Objective 1]
- [Objective 2]
- [Objective 3]

Scope of Work:

- [Scope Description 1]
- [Scope Description 2]
- [Scope Description 3]

Timeline:

The assessment is expected to commence on [start date] and conclude by [end date].

We believe that this vulnerability assessment will provide valuable insights and recommendations to mitigate risks effectively. We look forward to collaborating with your team on this initiative.

Thank you for considering our proposal. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information or clarification.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]