[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: Request to Initiate Vulnerability Scan
I hope this message finds you well.
I am writing to formally request the initiation of a comprehensive vulnerability scan for our systems and applications. Given the increasing importance of cybersecurity and our commitment to safeguarding sensitive information, it is crucial that we proactively identify and address potential vulnerabilities.
We propose to conduct the scan in the following areas:
1. [Specify Area 1]
2. [Specify Area 2]
3. [Specify Area 3]
Please ensure that the scan is conducted in accordance with best practices and that all findings are documented for our review. We would appreciate your timely response to confirm the initiation of this process and any necessary steps we need to take on our end.
Thank you for your attention to this important matter.
Sincerely,
[Your Name]
[Your Position]
[Your Company]