[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: Formal Request for Vulnerability Scan
I hope this message finds you well. I am writing to formally request a vulnerability scan for [specific system, application, or network] to ensure the integrity and security of our infrastructure.
Due to [brief explanation of reason, e.g., recent security concerns, compliance requirements], it is imperative that we assess our current security posture. We believe that a thorough vulnerability scan will help identify any existing vulnerabilities and assist us in taking appropriate measures to mitigate potential risks.
We would like to request the scan to be conducted on [specific dates or time frame], if possible. Please let us know what information you need from us to facilitate this process.
Thank you for your attention to this matter. I look forward to your prompt response.
Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Your Email Address]
[Your Phone Number]