

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

Dear [Recipient Name],

Subject: Letter of Intent for Vulnerability Assessment

I am writing to formally express my intent to conduct a comprehensive vulnerability assessment for [Recipient Company/Organization]. The primary goal of this assessment is to identify and analyze potential security vulnerabilities within your systems and networks to enhance your cybersecurity posture.

The assessment will cover the following key areas:

1. System and Network Scanning
2. Application Security Review
3. Configuration Assessments
4. Risk Identification and Analysis
5. Recommendations for Mitigation Strategies

We propose to initiate this project on [Proposed Start Date] and anticipate completion within [Proposed Duration]. Our team of experts will work closely with your internal staff to ensure minimal disruption to your operations.

Please feel free to reach out if you have any questions or require further information. I look forward to your positive response and the opportunity to collaborate on enhancing your security measures.

Sincerely,

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