

[Your Name]
[Your Job Title]
[Your Company]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Job Title]
[Recipient Company]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to schedule a vulnerability assessment for our systems as part of our ongoing commitment to maintaining a secure environment.

We would like to conduct the assessment on [proposed dates], if that aligns with your availability. The assessment will help us identify potential vulnerabilities and ensure that we are adhering to the best practices for cybersecurity.

Please let me know your availability for this timeframe or if there are other dates that work better for you. We appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Best regards,

[Your Name]
[Your Job Title]
[Your Company]