

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

Dear [Recipient Name],

Subject: Notification of Upcoming Vulnerability Scanning Service

We would like to inform you that our team will conduct a scheduled vulnerability scanning service on [date], from [start time] to [end time]. This scanning is essential to ensure the security and integrity of our systems and to identify any potential vulnerabilities that may need to be addressed.

The scanning will be performed by [Service Provider/Team Name] and will target the following systems:

- [List of systems or applications]

During the scanning process, you may experience brief periods of reduced performance on the affected systems. We appreciate your understanding and cooperation as we work to maintain the highest level of security.

Should you have any questions or concerns regarding this process, please feel free to contact us at [your contact information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]