

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

Dear [Recipient's Name],

Subject: Request for Vulnerability Scanning Services

I hope this message finds you well. I am writing to formally request your services for a comprehensive vulnerability scanning of our network and systems at [Your Company/Organization].

As part of our ongoing commitment to security and risk management, we are seeking to identify potential vulnerabilities that could expose us to cyber threats. We recognize the importance of proactive measures in safeguarding our data and infrastructure, and we believe your expertise in vulnerability assessment is essential.

We are looking for the following services:

- A thorough vulnerability scan of our network infrastructure
- Identification and prioritization of vulnerabilities
- Recommendations for remediation and mitigation of identified risks
- A detailed report outlining findings and suggested improvements

We would appreciate it if you could provide us with your service proposal, including the scope of work, estimated timeline, and pricing details. If necessary, we can schedule a meeting to discuss our needs and expectations in further detail.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

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