

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

Subject: Request for Vulnerability Testing

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a vulnerability testing assessment for our

[website/software/application/network] at [Your Company/Organization]. As part of our ongoing commitment to enhancing our security posture, we believe that conducting a thorough vulnerability assessment is essential to identify and address potential security risks.

We propose to conduct the testing on [specify date or time frame], and we are particularly interested in assessing the following areas:

- [Area 1]
- [Area 2]
- [Area 3]

Please let us know if your team is available during this time and if there are any specific requirements or agreements we need to fulfill prior to the testing. We appreciate your assistance in keeping our systems secure and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]