

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

Dear [Recipient Name],

Subject: Request for Vulnerability Assessment

I hope this message finds you well. I am writing to formally request a vulnerability assessment for our organization, [Your Organization], to identify potential security weaknesses within our systems and processes. As we continue to prioritize the protection of our sensitive data and maintain compliance with industry standards, we believe that a comprehensive assessment will help us enhance our security posture. We would appreciate it if you could provide us with the details regarding your assessment methodology, timeline, and any associated costs. Additionally, any information regarding previous assessments conducted by your team would be beneficial.

Thank you for considering our request. We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]