

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Subject: Vulnerability Scan Agreement

Dear [Recipient Name],

This letter serves as an agreement between [Your Company Name] and [Recipient Company Name] to conduct a vulnerability scan on [specific systems/network/locations] as per the following terms:

1. ****Scope of Work****

- The vulnerability scan will encompass [define the specific systems, networks, applications, etc.].

- The assessment shall include [list specific types of tests or protocols, e.g., penetration testing, compliance check].

2. ****Timeline****

- The scanning process will begin on [start date] and is expected to conclude by [end date].

- A preliminary report will be provided by [report delivery date].

3. ****Confidentiality****

- Both parties agree to maintain the confidentiality of any sensitive information accessed during the vulnerability scan.

4. ****Liability****

- [Specify any limitations of liability, indemnification clauses, etc.].

5. ****Acceptance Criteria****

- The agreed-upon criteria for the success of the vulnerability scan will include [list criteria or performance metrics].

6. ****Signatures****

- By signing below, both parties agree to the terms outlined in this agreement.

[Your Company Name]

[Your Name]

[Your Title]

[Your Signature]

[Date]

[Recipient Company Name]

[Recipient Name]

[Recipient Title]

[Recipient Signature]

[Date]

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]