

****Vulnerability Assessment Notification Template****

****Subject:**** Notification of Upcoming Vulnerability Assessment

****To:**** [Recipient's Name]

****From:**** [Your Name / Your Team]

****Date:**** [Date]

****Dear [Recipient's Name/Team],****

We would like to inform you that a vulnerability assessment will be conducted on [Date and Time]. The purpose of this assessment is to identify and evaluate potential security weaknesses in our systems and to ensure that we maintain a robust security posture.

****Details of the Assessment:****

- ****Scope:**** [Specify systems, networks, or applications]

- ****Duration:**** [Estimated start and end time]

- ****Team Involved:**** [Names or roles of the assessment team]

- ****Expected Impact:**** [Briefly outline any expected downtime or impact on services]

Please ensure that any necessary preparations are made for the assessment. If you have any questions or require further information, do not hesitate to reach out to us.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Title]

[Your Department]

[Your Contact Information]
