

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification of Recent Vulnerability Scan

We hope this message finds you well.

We are writing to inform you that a vulnerability scan has been conducted on our systems as part of our ongoing commitment to maintaining the security and integrity of our data. This proactive measure allows us to identify and remediate potential security vulnerabilities.

**\*\*Scope of the Scan:\*\***

- Date of Scan: [Date]
- Systems Scanned: [List of Systems]
- Tools Used: [Name of Tools]

**\*\*Findings:\*\***

- [Brief summary of findings, e.g., vulnerabilities identified, severity levels, etc.]

**\*\*Next Steps:\*\***

We are currently addressing the identified vulnerabilities and will ensure all necessary actions are taken to mitigate any risks. We appreciate your understanding and cooperation during this process. If you have any questions or require additional information, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]