

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification of Upcoming Vulnerability Scanning

We are reaching out to inform you that [Your Company Name] will be performing a vulnerability scan on [Date/Time] as part of our ongoing commitment to ensuring the security and integrity of our systems and data.

Scope of the Scan:

- Systems and applications included: [List of systems/applications]
- Expected duration: [Duration of the scan]
- Purpose: [Brief explanation of the purpose of the scan]

We want to assure you that this scan is a routine operation designed to identify and mitigate potential vulnerabilities. Our team will take all necessary precautions to minimize any disruption during this process.

If you have any questions or concerns, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Company Website]