

Cybersecurity Audit Confirmation

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, ZIP Code]

Dear [Vendor Contact Name],

We are writing to confirm that [Your Company Name] will be conducting a cybersecurity audit of your systems on [Insert Date]. This audit is part of our ongoing efforts to ensure that all vendors comply with our cybersecurity policies and maintain the security of sensitive information.

The audit will include an assessment of:

- Network security measures
- Data protection policies
- Incident response plans
- Compliance with relevant regulations

Please ensure that your relevant team members are available for discussions during the audit period. We appreciate your cooperation and look forward to working together to enhance our cybersecurity practices.

Should you have any questions or need further information, please do not hesitate to contact us at [Your Email Address] or [Your Phone Number].

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]