

Cybersecurity Risk Assessment Audit Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient Name],

We are writing to inform you that a cybersecurity risk assessment audit is scheduled to take place from [Start Date] to [End Date]. This audit aims to evaluate the cybersecurity posture of [Company Name] and identify potential vulnerabilities within our systems.

The audit will encompass a comprehensive review of our IT infrastructure, policies, and practices. Our objective is to ensure compliance with industry standards and enhance the security of our data and systems.

Please ensure that all relevant personnel are prepared for this assessment and have access to the necessary documentation and resources. Your cooperation is essential for the success of this audit.

Should you have any questions or require further information, do not hesitate to reach out to us at [Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]