

Cybersecurity Risk Assessment Initiation

Date: [Insert Date]

To: [Recipient Name]

Title: [Recipient Title]

Department: [Recipient Department]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient Name],

We are initiating a cybersecurity risk assessment to evaluate the current vulnerabilities and potential threats to our information assets. This assessment is critical to ensuring the integrity, confidentiality, and availability of our systems and data.

The objectives of the risk assessment include:

- Identifying potential risks and vulnerabilities.
- Assessing the impact of risks on business operations.
- Recommending measures to mitigate identified risks.

We kindly request your cooperation in this process and ask that you provide the necessary information and documentation that may be required. A follow-up meeting will be scheduled to discuss the assessment process in detail.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Company]

[Your Contact Information]