

# Information Security Review Request

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to formally request an information security review for [specific project, application, or system] that is scheduled for [insert date or time frame]. This review is essential to ensure compliance with our organization's security policies and to protect sensitive data.

Details of the request are as follows:

- **Project/System Name:** [Name]
- **Requestor:** [Your Name]
- **Requestor's Department:** [Department]
- **Purpose of the Review:** [Brief description]

We kindly request your assistance in conducting this review and providing feedback by [insert deadline]. If there are specific documents or data you require to facilitate the review, please let us know, and we will provide them promptly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]