

Request for Cybersecurity Audit

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I am writing to formally request a cybersecurity audit of our IT policies and procedures. This audit is essential to ensure that our current cybersecurity measures are effective and compliant with industry standards.

The objectives of the audit include:

- Assessing the effectiveness of existing cybersecurity policies.
- Identifying potential vulnerabilities within our IT infrastructure.
- Recommending improvements to enhance our cybersecurity posture.

We would like the audit to commence by [Insert Start Date] and expect it to be completed by [Insert End Date]. Please confirm your availability and any necessary preparations required on our part.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]