

# Cybersecurity Audit Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

As part of our commitment to ensuring the integrity and security of our business operations, we are conducting a cybersecurity audit to assess our current practices and identify areas for improvement. We believe this is vital for protecting our sensitive information and maintaining the trust of our clients.

We kindly request your assistance in this audit by providing us with the necessary documentation and access to relevant systems and processes. Specifically, we would like to review:

- Current cybersecurity policies and procedures
- Access controls and user permissions
- Incident response and reporting protocols
- Recent security training and awareness programs
- Third-party vendor security assessments

We propose scheduling a meeting on [Insert Proposed Date] to discuss this audit further and outline our approach. Your input will be invaluable in crafting a comprehensive assessment that aligns with our business needs.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or require additional information.

Thank you for your cooperation in enhancing our cybersecurity posture.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your City, State, Zip Code]