

[Company Name]  
[Department Name]  
[Address Line 1]  
[Address Line 2]  
[Date]

[Recipient Name]  
[Title]  
[Organization Name]  
[Address Line 1]  
[Address Line 2]

**Subject: Formal Notification of Vault Security Audit and Assessment**

Dear [Recipient Name],

This letter serves as formal notification that a comprehensive security audit and assessment will be conducted on the vault facilities located at [Location/Facility Address]. The assessment is scheduled to take place from [Start Date] to [End Date].

The primary objectives of this audit are as follows:

- To evaluate the structural integrity and physical resistance of the vault.
- To test electronic surveillance, alarm systems, and access control protocols.
- To review procedural compliance regarding asset handling and personnel clearance.
- To identify potential vulnerabilities and recommend necessary security enhancements.

The assessment will be conducted by [Name of Audit Team or Firm]. We request that all relevant personnel provide full cooperation, including access to security logs, maintenance records, and designated high-security zones during the inspection period.

A detailed report outlining the findings, risk ratings, and remediation requirements will be submitted to the executive board within [Number] business days following the completion of the field assessment.

Please acknowledge receipt of this notification and confirm that the necessary site access has been coordinated.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title/Position]