

**Date:** [Insert Date]

**To:** [Auditor Name/Organization Name]

**From:** [Your Name/IT Security Officer]

**Subject:** Information Technology Security Examination Readiness

Dear [Name of Auditor],

This letter serves to formally confirm that [Company Name] has completed the necessary internal preparations for the upcoming Information Technology Security Examination scheduled for [Start Date].

Our internal assessment indicates that the organization is ready for review based on the following criteria:

- **Policy and Documentation:** All security policies, procedures, and system documentations have been updated and are available for inspection.
- **Inventory and Asset Management:** A complete inventory of hardware, software, and data assets is finalized.
- **Access Controls:** User access logs, permission levels, and authentication protocols have been reviewed and verified.
- **Risk Assessment:** The most recent internal risk assessment and vulnerability scans have been documented with remediation status included.
- **Incident Response:** The Incident Response Plan has been tested, and logs of recent security events are prepared for review.

The IT team and relevant department heads have been briefed and will be available to provide system demonstrations, answer queries, and grant the necessary administrative access required for the examination.

The primary point of contact for this audit will be [Contact Name] at [Phone Number/Email Address].

We look forward to the examination process to ensure the continued integrity and security of our digital infrastructure.

Sincerely,

[Signature]

[Typed Name]

[Job Title]

[Company Name]