

[Organization Letterhead]

[Date]

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

RE: Conclusion of Cybersecurity Controls Targeted Examination

Dear [Recipient Name],

This letter serves to formally conclude the targeted examination of [Institution Name]'s cybersecurity controls, which commenced on [Start Date]. The examination focused on evaluating the effectiveness of the institution's technical, administrative, and physical safeguards regarding [Specific Scope/Systems].

The examination included a review of policies, vulnerability assessments, system configurations, and interviews with key personnel. Based on the procedures performed, our findings are summarized below:

1. Examination Rating / Status:

[Insert Rating: Satisfactory / Needs Improvement / Unsatisfactory]

2. Summary of Findings:

[Briefly list key strengths or areas of compliance identified during the review.]

3. Required Actions (Matters Requiring Attention):

[List specific deficiencies or vulnerabilities that require remediation, including expected completion dates.]

A detailed report containing the full analysis and technical recommendations is attached for your review. Please provide a formal written response to the items listed under "Required Actions" by [Response Due Date], detailing your remediation plan and timeline.

We appreciate the cooperation and assistance provided by your staff throughout this process. Should you have any questions regarding this conclusion or the attached report, please contact [Examiner Name] at [Phone Number/Email].

Sincerely,

[Signature]
[Name of Lead Examiner]

[Title]

[Department/Agency Name]

Enclosure: Detailed Cybersecurity Examination Report