

[Date]

[Recipient Name]

[Title]

[Organization Name]

[Address Line 1]

[Address Line 2]

RE: Information Technology Security Targeted Examination Conclusion

Dear [Recipient Name],

This letter serves to formally communicate the conclusion of the targeted Information Technology (IT) Security Examination conducted at [Organization Name], which commenced on [Start Date] and concluded on [End Date].

The scope of this examination was limited to the following specific areas: [List specific systems, controls, or departments inspected]. The primary objective was to assess the effectiveness of your security controls and ensure compliance with [Reference specific standards/regulations].

Based on our review, the results of the examination are categorized as follows:

**[Conclusion Status: e.g., Satisfactory / Needs Improvement / Unsatisfactory]**

Attached to this letter is a detailed report outlining our specific findings, observations, and recommendations. Key areas addressed in the report include:

- [Finding/Area 1]
- [Finding/Area 2]
- [Finding/Area 3]

Please provide a written management response to the findings noted in the report by [Deadline Date]. Your response should include a detailed corrective action plan and an expected timeline for remediation.

We appreciate the cooperation and assistance provided by your staff during this process. Should you have any questions regarding this letter or the attached report, please contact [Name of Contact] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Examiner/Officer]

[Title]

[Department/Agency Name]

Enclosure: Targeted IT Security Examination Report