

**LOGO**

**DATE**

To Whom It May Concern:

**CLIENT** takes its client data security very seriously. **CLIENT** has contracted **X Company**, a cybersecurity firm, in **Date** to implement and maintain their entire IT infrastructure while monitoring their ongoing cybersecurity posture.

**CLIENT's** entire IT infrastructure runs on **XXX systems**. Describe systems.

A Few facts about **CLIENT's** infrastructure:

- All their computers' hard drives are fully encrypted
- Example A
- Example B
- And much more

With an extra layer of security:

- Their network infrastructure is...
- Example A
- Example B

In **XXX date**, **CLIENT's** cybersecurity posture calculated by Microsoft Secure Score is **XXX (compared to the industry average of 40/303)** ([click here for more information](#)).

Sincerely,

**Name, Title**