**DATE**

Entity Contact Full Name

Contact Title

Entity Name

Street Address

City, State Zip

Dear Contact Name:

The (*insert state and agency*) is conducting a Baseline Cybersecurity Risk Examination of your entity with an on-site date of (*insert date*). My name is (*insert name)* and I will be the Examiner-In-Charge (EIC) and primary point of contact throughout the examination.

To provide insight into your IT operations and to better determine examination resources needed, please complete the attached Pre-Exam Questionnaire and Document Request List. The completed pre-exam questionnaire and all supporting documentation should be posted to (*insert* *applicable information sharing system)* by XX/XX/XXX.

Prompt completion of the questionnaire and document request list will initiate the off-site portion of the examination and help us accomplish a significant amount of review prior to on-site arrival. We believe this approach will reduce on-site review time thereby significantly reducing the examination burden and cost on (insert entity name)

If you have any questions, please call me at xxx-xxx-xxxx or email me at xxxxxxxxx.

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| --- |
| Sincerely, |
|  |
| Name |
| Title |
| State Banking Department  |