

# **ASSINGMENT MODULE: 1**

**Task:** Write professional emails based on any 5 of the following scenarios. Ensure clarity, conciseness, and a formal tone.

## **Email of Inquiry for Requesting Information**

### **1.) Subject: Request for Information on Network Security Architecture**

Dear Muddasir Arsalan Sir,

I hope this message finds you well.

I am currently conducting a review of our organization's cybersecurity posture, with a focus on network segmentation and defense-in-depth strategies. To support this effort, I would appreciate it if you could share the following information:

- Current network security architecture documentation (including DMZ layout, internal VLAN segmentation, and firewall zoning)
- Any recent updates to IDS/IPS configurations or deployment strategy
- Details on VPN access control and logging mechanisms

This information will assist in ensuring alignment with our threat modeling process and help identify any gaps requiring mitigation.

Please let me know if you require formal authorization or additional context before sharing the requested documents. I'd be happy to discuss this further if needed.

Thank you in advance for your cooperation.

Best regards,  
Chanakya Dave  
(Cybersecurity Analyst)

## **Email Asking for a Status Update**

## **2.) Subject: Follow-Up: Request for Network Security Documentation**

Dear Muddasir Arsalan Sir,

I hope you're doing well.

I wanted to follow up on my earlier request regarding the cybersecurity documentation needed for our posture review—specifically related to network segmentation and defense-in-depth strategies. As a quick reminder, I'm looking to obtain the following:

- Current network security architecture documentation (DMZ layout, VLAN segmentation, firewall zoning)
- Recent updates to IDS/IPS configurations or deployment strategy
- Details on VPN access control and logging mechanisms

This information is essential for completing our threat modeling assessment and ensuring we're aligned on any areas that may require further mitigation.

Please let me know if you need any additional context or formal authorization before sharing the requested details. I'm happy to provide whatever is necessary.

Looking forward to your response.

Best regards,  
Chanakya Dave  
(Cybersecurity Analyst)

## **Thank you Email**

## **3.) Subject: Thank You for Sharing Network Security Documentation**

Dear Muddasir Arsalan Sir,

Thank you for promptly sharing the requested network security documentation. The information you provided—particularly regarding the DMZ layout, VLAN segmentation, and VPN access controls—will greatly support our ongoing review of the organization's cybersecurity posture.

Your cooperation is much appreciated and plays a key role in ensuring our threat modeling and risk mitigation efforts remain aligned with operational realities.

Please don't hesitate to reach out if further clarification or input is required from my end.

Best regards,  
Chanakya Dave  
(Cybersecurity Analyst)

## **Reminder Email**

### **4.) Subject: Reminder**

Dear Dhruvi Ma'am,

I hope you're doing well.

Just a quick reminder regarding the pending access request of Network Security Documentation.

Please let me know if there's any update or if you need anything further from my side to move forward. I'd be happy to assist.

Looking forward to your response.

Best regards,  
Chanakya Dave  
(Cybersecurity Analyst)

## **Resignation Email**

### **5.) Subject: Resignation Notice**

Dear Yashraj Sir,

I hope you're doing well.

I am writing to formally resign from my position as Cybersecurity Analyst at Skabern Infotech. effective my last working day, typically two weeks from the date of the email.

This decision wasn't made lightly. Over the course of my time here, I've gained valuable experience and had the opportunity to work alongside a talented and supportive team. I'm grateful for the opportunities for professional growth and the trust placed in me during my tenure.

I will ensure a smooth transition by completing all pending tasks and providing any necessary documentation or handover support.

Please let me know how I can assist in the transition process.

Thank you again for the opportunity.

Best regards,  
Chanakya Dave