

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address Line 1]

[Address Line 2]

RE: Alignment of Commercial Property Management and Cyber Security Protocols

Dear [Recipient Name],

This letter serves to formally outline the necessary alignment between our physical commercial property management operations and our cyber security framework. As our building infrastructure becomes increasingly integrated with digital networks, ensuring a unified security posture is a critical priority.

To mitigate operational risks, we have identified the following key areas for immediate alignment:

- **Building Management Systems (BMS):** Integration of HVAC, lighting, and elevator controls into our secure internal network with encrypted access.
- **Physical Access Control:** Synchronization of biometric and key-card data with our centralized IT identity management system.
- **Surveillance Infrastructure:** Securing IP-based CCTV cameras against unauthorized external access and ensuring data redundancy.
- **Vendor Managed Access:** Implementation of strict multi-factor authentication (MFA) for third-party contractors accessing onsite digital systems.
- **Incident Response:** Coordination between facility emergency procedures and IT disaster recovery plans to ensure business continuity.

Our objective is to ensure that a breach in one domain does not compromise the integrity of the other. We request a formal review of current hardware and software assets to identify vulnerabilities at the intersection of our physical and digital environments.

Please confirm your receipt of this alignment strategy and advise on a suitable timeframe for a comprehensive audit of these systems.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]