[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

**Subject: Request for Implementation of Multi-Factor Authentication (MFA)**

Dear [Recipient’s Name/IT Team],

As part of our ongoing efforts to enhance cybersecurity and protect sensitive data, we are requesting the implementation of multi-factor authentication (MFA) across all applicable systems and applications. MFA is a critical security measure that helps prevent unauthorized access, even if a user’s credentials are compromised.

**Proposed Scope**

The MFA implementation should include:

* **Applications/Platforms**: [*List critical systems, e.g., email accounts, financial systems, CRM platforms, etc.*]
* **Authentication Methods**: [*Specify preferred methods, e.g., mobile app, SMS codes, hardware tokens, etc.*]
* **Users**: [*All employees, contractors, and third-party vendors accessing our systems.*]

**Implementation Timeline**

We recommend the following timeline for implementation:

* Planning Phase: [*Start date – deadline for setup plan*]
* Rollout Phase: [*Start date – deadline for deployment and testing*]
* Full Implementation: [*Final deadline for organization-wide enforcement*]

**Benefits of MFA**

Implementing MFA will:

* Strengthen defenses against cyber threats such as phishing and credential theft.
* Ensure compliance with industry regulations and best practices.
* Enhance user confidence in the security of our systems.

**Next Steps**

Please confirm the feasibility of this request and provide a proposed timeline and cost estimate for implementation. If you require further details or wish to discuss this request, feel free to contact [Name, Title] at [Email Address/Phone Number].

Thank you for your prompt attention to this matter. We are confident that this initiative will significantly enhance our organization’s security posture.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]