

# IT Hardware Upkeep Update

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: IT Hardware Upkeep Update

Dear [Recipient's Name],

I hope this message finds you well. This letter is to provide you with an update regarding the upkeep of our IT hardware as part of our ongoing maintenance program.

## Recent Maintenance Activities:

- Performed system updates on all servers.
- Replaced faulty hard drives in workstations.
- Upgraded firmware on network switches.

## Scheduled Maintenance:

We have scheduled the following maintenance activities:

- Monthly backup check on [Insert Date].
- Annual hardware audit on [Insert Date].

## Recommendations:

Please ensure to report any hardware issues you may encounter to the IT department as soon as possible. Additionally, we recommend that all staff be reminded to restart their machines weekly to maintain optimal performance.

If you have any questions or require further information, please do not hesitate to reach out.

Best regards,  
[Your Name]  
[Your Job Title]  
[Your Contact Information]