

IT Asset Cost Evaluation

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are conducting a comprehensive evaluation of our IT assets to ensure optimal budgeting and resource allocation. As part of this process, we would like to analyze the current costs associated with the following IT assets:

- Asset 1: [Description] - Cost: [Cost]
- Asset 2: [Description] - Cost: [Cost]
- Asset 3: [Description] - Cost: [Cost]

Please provide us with any additional information regarding the acquisition costs, operational expenses, and maintenance fees related to these assets. Your input will be invaluable in helping us make informed decisions.

We would appreciate your response by [Insert Deadline] so that we may proceed with our evaluation in a timely manner. Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]