

IT Infrastructure Financial Breakdown

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: IT Infrastructure Financial Breakdown

Dear [Recipient Name],

We have reviewed the financial aspects of our IT infrastructure and prepared a breakdown for your consideration. Below are the details:

1. Hardware Costs

- Servers: \$[Amount]
- Networking Equipment: \$[Amount]
- Workstations: \$[Amount]
- Storage Devices: \$[Amount]

2. Software Costs

- Licenses: \$[Amount]
- Subscriptions: \$[Amount]
- Maintenance: \$[Amount]

3. Personnel Costs

- IT Staff Salaries: \$[Amount]
- Contractor Fees: \$[Amount]

4. Operational Costs

- Hosting Services: \$[Amount]
- Utilities: \$[Amount]
- Support Services: \$[Amount]

Total Estimated Cost: \$[Total Amount]

Please let me know if you have any questions or require further information.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]