

IT Operational Cost Summary

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: IT Operational Cost Summary for [Period]

Executive Summary

This letter provides a summary of the operational costs associated with our IT department for [specific period].

Cost Breakdown

Cost Category	Amount (\$)
Hardware Purchases	[Amount]
Software Licensing	[Amount]
Maintenance and Support	[Amount]
Staff Salaries	[Amount]
Training and Development	[Amount]
Miscellaneous	[Amount]

Total Operational Cost

Total: [Total Amount]

Conclusion

The total IT operational costs for the period of [specific period] amounted to [Total Amount]. This summary aims to provide insights for future budgeting and operational planning.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]