

IT Department Assessment Alert

Date: [Insert Date]

Dear [Recipient's Name],

We would like to inform you that an assessment of the IT department is scheduled to take place on [insert date of assessment]. This assessment aims to evaluate the efficiency, performance, and future needs of our IT services.

Please ensure that all relevant documentation and reports are prepared for review. Your cooperation and prompt attention to this matter are greatly appreciated.

Should you have any questions, please do not hesitate to reach out to [Insert Contact Person's Name] at [Insert Contact Person's Email].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]