

# IT Infrastructure Evaluation Update

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Update on IT Infrastructure Evaluation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide you with an update on the ongoing evaluation of our IT infrastructure.

As of today, we have completed the initial assessment phases, which included inventorying our hardware, software, and network resources. The findings have highlighted several key areas that require attention:

- Outdated hardware that may need replacement.
- Licensing issues with certain software applications.
- Potential security vulnerabilities in our network architecture.
- Recommendations for cloud integration to enhance scalability.

Next steps include a detailed analysis of each area and the development of a comprehensive action plan. We expect to present our final report by [insert expected date of completion].

Thank you for your continued support as we work to enhance our IT infrastructure.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]