

# IT Internal Review Notification

Dear [Recipient's Name],

This is to formally notify you that an internal review of the IT department will take place on [Date]. The review aims to assess our current systems, processes, and compliance with established protocols.

As part of this review, we kindly request your cooperation in providing necessary documentation and access to the relevant systems. Please ensure that all team members are informed and prepared for any discussions that may arise.

The review will cover the following areas:

- Systems Performance
- Security Measures
- Compliance with IT Policies
- User Access Management

If you have any questions or require further information, please do not hesitate to reach out to me directly.

Thank you for your cooperation.

Best regards,  
[Your Name]  
[Your Job Title]  
[Department]  
[Company Name]  
[Contact Information]