

IT Operational Assessment Notice

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Notice of IT Operational Assessment

Dear [Recipient Name],

We would like to inform you that an IT operational assessment is scheduled to take place on [insert date]. This assessment aims to evaluate the current IT infrastructure, processes, and systems in place to ensure they align with our organizational goals and to identify areas for improvement.

The assessment will cover the following areas:

- Infrastructure Analysis
- Application Performance Review
- Security Compliance Check
- Data Management Practices
- Help Desk Operations Assessment

Please ensure that all relevant documentation and access to necessary systems are prepared for our assessment team. Your cooperation is vital for the success of this initiative.

If you have any questions or concerns, feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We look forward to working with you during the assessment.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]