

# IT Policy Review Notice

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name/Position]

Subject: IT Policy Review Notification

Dear [Recipient Name],

This letter serves as a formal notice regarding the upcoming review of our IT policies. As part of our continuous effort to ensure compliance and effectiveness, we will be reviewing the current IT policies on [insert review date].

We encourage you to provide your feedback and any suggestions you might have about the existing policies. Your input is valuable in maintaining the integrity and security of our IT environment.

All feedback must be submitted by [insert feedback deadline]. Please direct your responses to [insert contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]