

# IT Infrastructure Evaluation Request

Date: [Insert Date]

To: [Client's Name]

From: [Your Name]

Subject: Request for IT Infrastructure Evaluation

Dear [Client's Name],

We hope this message finds you well. As part of our ongoing commitment to provide you with the best IT services, we would like to conduct a thorough evaluation of your current IT infrastructure.

This evaluation will help us identify areas for improvement and ensure that your systems are running optimally. We propose to assess the following components:

- Network Performance
- Server Capacity and Reliability
- Data Storage Solutions
- Security Protocols
- Disaster Recovery Plans

We would appreciate your consent to proceed with this evaluation. Kindly let us know a suitable time for our team to visit your premises or if you prefer a remote assessment.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]