

Essential IT Equipment Inventory

Date: [Insert Date]

To: [Recipient Name]

Department: [Department Name]

From: [Your Name]

Position: [Your Position]

Company: [Company Name]

Equipment Inventory List

Item Name	Quantity	Model/Serial Number	Status
Laptop	10	[Model/Serial Number]	Functional
Desktop Computer	5	[Model/Serial Number]	Functional
Printer	2	[Model/Serial Number]	Needs Repair
Router	1	[Model/Serial Number]	Functional

Notes

[Additional notes regarding the equipment or inventory process]

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Contact Information]