

# IT Resource Audit Checklist

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: IT Resource Audit Checklist

Dear [Recipient's Name],

As part of our ongoing efforts to ensure that our IT resources are effectively managed and utilized, we are conducting an IT Resource Audit. Please find below the checklist that we would like you to complete:

## IT Resource Audit Checklist

1. **Inventory of Hardware:**
  - Desktops and Laptops
  - Servers
  - Peripherals (printers, scanners, etc.)
2. **Software Inventory:**
  - Operating Systems
  - Productivity Software
  - Specialized Software Applications
3. **Network Resources:**
  - Existing Networks
  - Internet Connectivity
4. **Security Measures:**
  - Antivirus Software
  - Firewall Configurations
5. **User Access:**
  - Access Control Lists
  - User Credentials Management

Kindly complete this checklist and return it by [Insert Deadline Date]. Your cooperation is greatly appreciated as it helps us maintain and improve our IT resource management.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]