

IT Asset Compliance Audit Announcement

Date: [Insert Date]

Dear [Team/Department Name],

We are writing to inform you that an IT asset compliance audit will be conducted from [Start Date] to [End Date]. This audit is part of our ongoing efforts to ensure that our IT assets are properly managed and compliant with company policies and regulatory requirements.

During the audit period, auditors will review our IT asset inventory, including hardware and software, to verify compliance with licensing agreements and maintain an accurate asset register.

Please assist the auditors by providing any requested documentation and ensuring that all assets are accessible for review. Your cooperation in this matter is crucial and greatly appreciated.

If you have any questions or concerns regarding the audit, please do not hesitate to contact [Contact Person/Department] at [Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Company Name]