

Biannual IT Infrastructure Audit Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name/Your Department]

Subject: Biannual IT Infrastructure Audit

Dear [Recipient Name],

As part of our ongoing commitment to maintaining the integrity, security, and performance of our IT infrastructure, we will be conducting our biannual IT Infrastructure Audit from [Start Date] to [End Date]. This audit is critical to ensuring that our systems and protocols are up-to-date and compliant with industry standards.

The audit will involve an assessment of the following:

- Network security measures
- Data storage and backup protocols
- Software and hardware inventory
- User access controls
- Compliance with regulatory requirements

We request your cooperation during this period. Please ensure that your teams are prepared to provide any necessary information, documentation, or access to systems as required by the audit team.

If you have any questions or concerns, please do not hesitate to reach out. Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]