

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Department]

[Company Name]

[Company Address]

Dear [Recipient Name],

Subject: Laptop Distribution

We are pleased to inform you that your new laptop is ready for distribution. This initiative aims to provide you with the necessary tools to enhance your productivity and support your work requirements.

****Details of the Laptop Distribution:****

- ****Date:**** [Distribution Date]

- ****Time:**** [Distribution Time]

- ****Location:**** [Distribution Location]

Please ensure that you bring your company ID for verification. During the distribution, you will also receive a brief orientation on the proper usage and care of the laptop.

If you have any questions or concerns prior to the distribution date, feel free to reach out to [Contact Person/IT Department] at [Contact Information].

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Department]

[Company Name]

[Your Contact Information]