**Subject: Update on Network Infrastructure Upgrades**

Hi Sam,

I hope all is well. I wanted to update you on the status of the network infrastructure upgrades. The new firewalls are set to be installed next week, and the team has started configuring the backup servers. We’ll need your approval to finalize the purchase order for the additional network switches. Whenever you can, will you let me know if it’s good to go?

Also, could you make sure your team is prepped to assist with the switchover? We’re expecting minimal downtime, but we’ll need all hands on deck.

Best regards,  
David

**Subject**: RE: Update on Network Infrastructure Upgrades

Hi David,

Thanks for the update. Everything seems to be moving along well. I’ve reviewed the PO, and it looks good to me—go ahead and finalize it. I’ll make sure the team is ready for the switchover and fully briefed on what to expect. We’ll be prepped to minimize any potential downtime and ensure a smooth transition.

Let me know if there’s anything else you need from my end,

Sam Carters