# Internal Email Announcement – Service Catalog Launch

Subject: 🎉 New Service Catalog is Live – Request What You Need Easily!

We’re excited to announce that the new Service Catalog is now live in the IT Support Portal!

You can now submit requests more quickly and clearly using standardized service items. No more guesswork or email chains—search the catalog, click, and submit.

Some of the top-requested services are now available:

* Request New Laptop
* Request Software Access
* Request System Login
* Report Facilities Issue
* Request Document from HR

Visit the Service Catalog now: [Insert Portal URL Here]

💡 Need help? Check out the FAQ section or reach out to your team’s IT support rep.

Thanks for helping us make support faster, clearer, and smarter!

– The IT Support Team