

Asset Inventory Request

Date: [Insert Date]

To: [Recipient's Name]

Department: [Recipient's Department]

Company: [Company Name]

Dear [Recipient's Name],

I am writing to formally request an inventory of all assets currently held within [specific department or location]. This inventory is important for our ongoing efforts to maintain accurate records and optimize asset management.

Specifically, I would like to receive the following information:

- Asset description
- Asset ID/Serial Number
- Location of asset
- Status of asset (active, inactive, etc.)
- Date of acquisition

Please let me know if you require any further information to process this request. I would appreciate your response by [insert deadline if applicable].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]