

Procedure for Removing Obsolete Inventory

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Procedure for Removal of Obsolete Inventory

Dear [Recipient Name],

This letter outlines the procedure for identifying and removing obsolete inventory from our records and storage facilities. Ensuring our inventory is up-to-date and relevant is critical for maintaining operational efficiency.

Step 1: Identification of Obsolete Inventory

Review current inventory reports to identify items that have not been sold or used for the past [insert time period] and are determined to be obsolete.

Step 2: Approval for Removal

Submit a list of identified obsolete items to the [insert approving authority] for approval prior to removal.

Step 3: Physical Removal

Once approval is obtained, arrange for the removal of these items from the inventory. This may involve documenting the removal process for accountability.

Step 4: Update Inventory Records

Immediately update the inventory management system to reflect the removal of obsolete items to maintain accurate records.

Step 5: Reporting

Prepare a final report summarizing the obsolete items removed and submit it to the [insert relevant department or person].

This procedure aims to enhance our operational efficiency and reduce unnecessary storage costs. Should you have any questions or need further clarification, please don't hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Organization]