

Letter of Tangible Asset Review

Date: [Insert Date]

To: [Board Director's Name]

From: [Your Name]

Subject: Tangible Asset Review

Dear [Board Director's Name],

I hope this message finds you well. As part of our ongoing efforts to ensure the effective management and valuation of our tangible assets, I am writing to provide an update on the upcoming review scheduled for [Insert Review Date].

During this review, we will evaluate our existing tangible assets, including [list specific assets such as equipment, real estate, etc.], to assess their condition, value, and overall contribution to our organizational objectives.

Please ensure that any pertinent documentation related to these assets is prepared and available for discussion. Your insights and expertise will be invaluable in this process.

Thank you for your attention to this important matter. I look forward to our collaboration on this review.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]