

Feedback on Circulation of Outdated Resources

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Feedback on Circulation of Outdated Resources

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention some concerns regarding the circulation of resources that are currently outdated within our [Department/Team/Library].

Recently, I encountered several materials that no longer reflect the most recent developments in our field. For instance, [Provide specific examples or titles of the outdated resources]. The information contained within these resources may mislead users and affect the quality of their work.

To ensure that all team members and clients have access to the most accurate and relevant information, I recommend that we conduct a thorough review of our current resources and consider updating or replacing outdated materials accordingly.

Thank you for addressing this important matter. I look forward to your thoughts on how we can improve our resource circulation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]