

# Surplus Inventory Disposal Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the disposal of surplus inventory currently held by [Your Department/Unit] at [Location]. After conducting an inventory review, we have identified the following items that are no longer needed:

- [Item 1 - Description and Quantity]
- [Item 2 - Description and Quantity]
- [Item 3 - Description and Quantity]

These items are taking up valuable space and are incurring additional storage costs. We kindly ask for your approval to proceed with the disposal process in accordance with our company policy.

Thank you for your attention to this matter. Please let me know if you require any additional information or documentation.

Sincerely,

[Your Name]

[Your Title]

[Your Department/Unit]

[Your Contact Information]