

Office Technology Inventory

Date: **[Insert Date]**

To: **[Recipient Name]**

From: **[Your Name]**

Subject: Office Technology Inventory Update

Inventory List

Item	Quantity	Condition	Location	Date Acquired
Computer	10	Good	Office A	2022-01-15
Printer	5	Excellent	Office B	2021-06-20
Projector	3	Fair	Conference Room	2020-03-10

Action Required

Please review the above inventory and ensure that all items are accounted for. If there are discrepancies, report them by **[Insert Deadline]**.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]