

IT Asset Disposal Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification of IT Asset Disposal

Dear [Recipient's Name],

This letter serves to notify you of the upcoming disposal of IT assets as part of our asset management policy. The following items are scheduled for disposal:

- Asset ID: [Insert Asset ID] - [Description of Asset]
- Asset ID: [Insert Asset ID] - [Description of Asset]
- Asset ID: [Insert Asset ID] - [Description of Asset]

The disposal process will be conducted on [Insert Date] and will comply with all relevant regulations and company policies. If you have any objections or require further information, please contact me by [Insert Contact Date].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]