

# Annual Asset Depreciation Summary

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are pleased to present the annual asset depreciation summary for the financial year ending [Insert Year]. This summary provides an overview of the depreciation expenses associated with our assets, outlining their impact on our financial statements.

## Asset Depreciation Summary

Asset Description	Purchase Date	Cost	Depreciation Method	Annual Depreciation
[Asset 1 Description]	[Purchase Date]	[Cost]	[Depreciation Method]	[Annual Depreciation]
[Asset 2 Description]	[Purchase Date]	[Cost]	[Depreciation Method]	[Annual Depreciation]

Total Depreciation for the year: [Total Depreciation]

If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]