

Asset Depreciation Analysis Request

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an analysis of the depreciation of our assets for the fiscal year [Insert Year]. This analysis is crucial for our financial reporting and strategic planning.

Please include the following information in your analysis:

- Asset Categories and Description
- Original Purchase Cost
- Depreciation Method Used
- Current Book Value
- Any Impairments or Write-downs

It would be greatly appreciated if you could complete this analysis by [Insert Deadline]. Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]