

Asset Depreciation Calculation Inquiry

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the asset depreciation calculations related to [specific asset name or category] that we have on record.

As part of our ongoing financial assessment, it is essential for us to understand the methodology used in calculating the depreciation of this asset. Specifically, I would like to request the following information:

- The method of depreciation being applied (e.g., straight-line, declining balance).
- The estimated useful life of the asset.
- The residual value assigned to the asset.
- Any assumptions or variables influencing the depreciation calculation.

Obtaining this information is critical to ensuring that our financial records accurately reflect the value of our assets. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]