

Asset Impairment and Depreciation Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name] / [Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We would like to inform you regarding an assessment of our asset portfolio that has resulted in the identification of impairment in certain assets, as well as updates concerning the depreciation of assets for the fiscal year.

1. Asset Impairment

After conducting a thorough review, we have identified the following assets that have experienced impairment:

- Asset Name: [Insert Asset Name] - Impairment Amount: [Insert Amount]
- Asset Name: [Insert Asset Name] - Impairment Amount: [Insert Amount]
- Asset Name: [Insert Asset Name] - Impairment Amount: [Insert Amount]

This impairment has been recognized in our financial statements to ensure accurate reflection of our asset values.

2. Depreciation Updates

In addition to the above impairment, we would like to provide you with updates on the depreciation of the following assets:

- Asset Name: [Insert Asset Name] - Depreciation Expense: [Insert Amount]
- Asset Name: [Insert Asset Name] - Depreciation Expense: [Insert Amount]

Please note that these figures will be reflected in our upcoming financial reports.

We appreciate your understanding and support as we navigate these adjustments. Should you have any questions or require further details, feel free to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]