

Asset Life Cycle Depreciation Assessment

Date: [Insert Date]

To: [Insert Recipient Name]

Title: [Insert Recipient Title]

Company: [Insert Company Name]

Address: [Insert Company Address]

Dear [Recipient Name],

We are conducting an assessment of the life cycle depreciation for our assets and would like to provide you with a detailed overview of the current status and findings related to the depreciation of our assets.

Asset Overview

Asset Name	Acquisition Date	Original Value	Current Depreciated Value	Useful Life (Years)
[Asset Name 1]	[Acquisition Date]	[Original Value]	[Current Depreciated Value]	[Useful Life]
[Asset Name 2]	[Acquisition Date]	[Original Value]	[Current Depreciated Value]	[Useful Life]

Summary of Findings

[Insert summary of findings and any recommendations for actions based on the assessment].

Next Steps

We propose a follow-up meeting to discuss these findings in further detail. Please let us know your availability for the upcoming week.

Thank you for your attention to this matter. We look forward to your feedback.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]