

Inventory Obsolescence Assessment Announcement

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Notification of Inventory Obsolescence Assessment

Dear [Recipient Name],

We are writing to inform you that we will be conducting an assessment of our inventory for potential obsolescence. This initiative is part of our commitment to maintaining operational efficiency and ensuring that our inventory aligns with current market demands.

The assessment will take place from [Start Date] to [End Date]. During this period, we will evaluate our inventory levels, product performance, and market trends to identify items that may no longer meet our business needs.

We encourage you to provide any input or feedback you may have regarding products that could be considered obsolete or underperforming. Your insights are valuable to us.

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

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]