

# Notice of Changes to the Inventory Obsolescence Policy

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name/Your Position]

Subject: Updates to the Inventory Obsolescence Policy

Dear [Insert Recipient Name],

We are writing to inform you of important changes to our Inventory Obsolescence Policy, effective [Insert Effective Date]. These changes aim to enhance our inventory management practices and reduce the impact of obsolete stock on our operations.

## Summary of Changes:

- **Definition of Obsolete Inventory:** [Insert new definition or criteria]
- **Review Frequency:** [Insert new review frequency]
- **Reporting Process:** [Insert changes to the reporting process]
- **Disposal Procedures:** [Insert any updated disposal procedures]

We believe these changes will streamline our processes and improve our responsiveness to market demands. For additional details, please refer to the updated policy document attached to this letter.

We appreciate your attention to these changes. Should you have any questions, please feel free to reach out to me directly at [Insert Your Email/Phone Number].

Thank you for your cooperation.

Sincerely,

[Insert Your Name]

[Insert Your Job Title]

[Insert Company Name]