

Inventory Obsolescence Review Instructions

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Inventory Obsolescence Review Instructions

Dear [Recipient's Name],

As part of our regular inventory management process, we are conducting a review of inventory obsolescence. Please follow the instructions outlined below to ensure a thorough and complete assessment:

1. Identify all inventory items that have not sold in the past [insert time frame, e.g., six months].
2. Review the shelf life and expiration dates for perishable items.
3. Assess market demand for each inventory item based on current sales trends.
4. Compile a list of any items that should be classified as obsolete or slow-moving.
5. Calculate the potential write-off for identified items.
6. Prepare a report summarizing your findings and recommendations.

Please complete the review by [insert due date] and submit your report to my office. If you have any questions or require further assistance, do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]