

To: [Recipient's Name]

From: [Your Name]

Date: [Date]

Subject: Revised Inventory Obsolescence Procedures

Dear [Recipient's Name],

We are writing to inform you of the revised procedures for managing inventory obsolescence that will be implemented effective [Effective Date]. These changes aim to enhance our inventory management practices and minimize potential losses associated with obsolete stock.

Key highlights of the revised procedures include:

- Regular inventory reviews every [Frequency] to identify slow-moving items.
- Clear criteria for categorizing inventory as obsolete.
- Updated processes for disposal and write-off of obsolete inventory.
- Enhanced communication among departments to ensure timely action on identified items.
- Training sessions scheduled for [Dates] to familiarize staff with the new procedures.

We believe these revisions will improve our overall inventory turnover and financial performance. Your cooperation is essential for the successful implementation of these changes.

If you have any questions or require further clarification, please do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]