

Inventory Obsolescence Reporting Protocol

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Updated Inventory Obsolescence Reporting Protocol

Dear [Recipient's Name],

We are reaching out to inform you of the updated protocol regarding inventory obsolescence reporting. This update aims to streamline our processes and improve accuracy in our inventory management. Effective immediately, the following steps should be adhered to:

1. Identify and categorize obsolete inventory items on a quarterly basis.
2. Complete the attached inventory obsolescence report template.
3. Submit the report to the Inventory Management Team by the end of each quarter.
4. Review and discuss the report findings in the quarterly inventory review meeting.

Your cooperation is crucial for maintaining efficient inventory management. Please ensure that all relevant team members are informed of these changes.

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

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]