

# Asset Movement Request

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

Department: [Recipient Department]

Company: [Company Name]

Dear [Recipient Name],

I am writing to formally request the movement of the following asset(s) within our company accounts:

<b>Asset ID</b>	<b>Description</b>	<b>Current Location</b>	<b>New Location</b>	<b>Reason for Movement</b>
[Asset ID]	[Asset Description]	[Current Location]	[New Location]	[Reason]

Please let me know if you require any further information or documentation regarding this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]