

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on the pending depreciation schedule that we discussed on [date of previous discussion/meeting]. As we are approaching the end of the fiscal quarter, it is imperative that we finalize this schedule to ensure accurate financial reporting.

If you could provide an update on the current status or any actions required from our side, it would be greatly appreciated. We aim to have this resolved as soon as possible to maintain our accounting timeline.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]