

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the updated depreciation schedule for the assets under our management. As we approach the end of the fiscal year, it is crucial for us to understand any changes that may have been made since the last report.

Could you please provide me with the updated schedule at your earliest convenience? If there are any additional reports or documents that accompany the schedule, kindly include those as well.

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

Sincerely,
[Your Name]
[Your Position]
[Your Company's Name]