

Notification of Changes in Depreciation Schedule

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of a change in the depreciation schedule for [Asset/Property Name] effective [Effective Date]. This change is a result of [brief reason for the change, e.g., new accounting standards, policy updates, etc.].

The updated depreciation schedule is as follows:

Asset/Property	Old Depreciation Method	New Depreciation Method	Annual Depreciation Expense
[Asset Name]	[Old Method]	[New Method]	[Annual Amount]

If you have any questions or require further clarification regarding the changes to the depreciation schedule, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]