

Asset Usage Approval Letter

Date: [Insert Date]

To: [Employee Name]

Department: [Department Name]

Subject: Approval for Corporate Asset Usage

Dear [Employee Name],

We are pleased to inform you that your request for the usage of the corporate asset, [Asset Description/ID], has been reviewed and approved. You are allowed to use this asset for the purpose of [State Purpose] from [Start Date] to [End Date].

Kindly adhere to the following terms and conditions during the usage:

- Asset must be returned in its original condition.
- Any damages or loss must be reported immediately.
- Usage must align with company policies.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]