

Date: [Insert Date]

To: [Insert Name/Department]

From: [Insert Name/Title]

Subject: Valuation Report for Obsolete and Slow-Moving Inventory

Dear [Insert Name],

This letter serves to formally document the valuation and status of inventory items identified as obsolete or slow-moving for the period ending [Insert Date].

Following a comprehensive review of current stock levels and historical sales data, we have identified items that no longer meet our standard turnover requirements. These items have been categorized as follows:

- **Slow-Moving Inventory:** Items with no stock movement in the last [Insert Number] months.
- **Obsolete Inventory:** Items that are damaged, expired, or technologically superseded and can no longer be sold at full market value.

Valuation Summary:

- Total Cost of Identified Inventory: \$[Insert Amount]
- Proposed Write-Down/Provision Amount: \$[Insert Amount]
- Net Realizable Value: \$[Insert Amount]

The attached schedule provides a detailed breakdown of specific SKU numbers, descriptions, quantities, and the justification for the adjusted valuation.

We recommend the following action for the identified stock: [e.g., Liquidation, Disposal, or Discounted Clearance].

Please review this assessment and provide your approval for the accounting adjustments by [Insert Date].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Department]