

**Date:** [Insert Date]

**To:** [Recipient Name/Department]

**Company:** [Company Name]

**Address:** [Insert Address]

**Subject: Notice of Financial Asset Impairment and Expected Credit Loss**

Dear [Recipient Name],

This letter serves as formal notification regarding the impairment assessment of the following financial asset(s) held with your institution/entity:

- **Asset Reference Number:** [Insert ID]
- **Description of Asset:** [Insert Type, e.g., Loan, Bond, Account Receivable]
- **Original Principal/Carrying Value:** [Insert Amount]

Based on our internal financial review and in accordance with relevant accounting standards (e.g., IFRS 9 or ASC 326), we have determined that a significant increase in credit risk has occurred. Consequently, an impairment loss has been recognized for the reporting period ending [Insert Date].

The details of the credit loss are as follows:

- **Total Estimated Credit Loss (ECL):** [Insert Amount]
- **Revised Carrying Value:** [Insert Amount]
- **Reason for Impairment:** [Insert Reason, e.g., Default in payment, Restructuring, or Adverse change in economic conditions]

We request that you update your records to reflect this valuation adjustment. Please provide any necessary documentation or confirmation of receipt regarding this adjustment by [Insert Deadline Date].

If there are any disputes regarding this assessment or if further information is required, please contact our Finance Department at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Signature]

**[Your Name]**

[Your Title]

[Your Company Name]