

[Company Name]
[Department/Accounting Office]
[Date]

To: [Relevant Stakeholder/Lessor/Management]

Subject: Notice of Impairment of Right-of-Use (ROU) Asset

Dear [Name],

This letter serves as formal notification regarding the impairment of the Right-of-Use (ROU) asset associated with the following lease agreement:

- **Asset Description:** [e.g., Office Space/Equipment]
- **Lease Agreement Reference:** [Contract Number/ID]
- **Location/ID:** [Address or Asset ID]

Following a recent impairment review conducted on [Date], it has been determined that the carrying amount of this ROU asset exceeds its recoverable amount. This determination is based on the following triggering events:

[Briefly list reason: e.g., Significant decline in market value, change in usage, or economic downturn.]

Financial Impact:

- Current Carrying Value: [Amount]
- Calculated Recoverable Amount: [Amount]
- **Impairment Loss to be Recognized:** [Amount]

The accounting records will be adjusted to reflect this impairment loss in the current reporting period ending [Date], in accordance with [IFRS 16 / ASC 842] standards. This adjustment will reduce the carrying value of the asset and will be recognized as an expense in the income statement.

Please contact the Finance Department if further documentation or clarification is required.

Sincerely,

[Your Name]
[Your Title]
[Company Name]