

**Company Name:** Acme Corporation  
**Address:** 123 Main Street, City, Country  
**Date:** 10 June 2024

## Asset Disposal Approval Letter

**Asset Name:** Laser Printer HP M251nw  
**Asset ID/Tag No:** ASST-0584  
**Department:** Finance  
**Reason for Disposal:** Obsolete and beyond economic repair

### Approval

Dear Sir/Madam,

This letter serves as formal approval for the disposal of the above-mentioned asset, which has been reviewed and confirmed as no longer fit for further use within the organization.

Please proceed with the disposal process in accordance with company policies and applicable regulatory requirements. All relevant documentation and records concerning this asset should be updated and retained for audit and compliance purposes.

### Approved by:

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Name: Jane Doe  
Position: Finance Manager  
Date: 10 June 2024

### Important Notes:

- Asset disposal must be authorized in writing before any action is taken.
- Ensure all data stored on electronic assets is securely erased prior to disposal.
- Maintain records of asset disposal for audit and verification purposes.
- Comply with all relevant environmental and regulatory guidelines regarding disposal.