

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Notice of Laptop Assignment
I am writing to formally notify you regarding the assignment of a laptop
for my use.
Details of the Assignment:
- **Laptop Model:** [Model Name]
- **Serial Number:** [Serial Number]
- **Date of Assignment:** [Date]
- **Purpose of Use:** [Purpose]
Please let me know if there are any documents or further procedures
required on my part to complete this assignment.
Thank you for your attention to this matter.
Sincerely,
[Your Name]