

# Expired Tool Replacement Notice

**Date:**

**To:**

**Subject:**

Expired Tool Replacement Notification

This is to inform you that the following tool(s) assigned to you are now expired and require immediate replacement:

Tool Name	Serial Number / ID	Expiration Date	Remarks

Please proceed with the necessary steps to replace the expired tool(s) as soon as possible in accordance with our safety and maintenance guidelines.

For any questions or further assistance, please contact the undersigned.

**Issued by:**

**Department:**