

[organization name]

## Appendix 8 – Notification to a Customer about Changes on their Property

**Commented [16A1]:** Adapt the text in this form to organization's needs.

Customer Name:

Place:

Address:

Contact Person:

SUBJECT: [redacted]

**Commented [16A2]:** E.g. assembly parts, packages, equipment, and also intellectual property such as instruction manuals, procedures, drawings, engineering documentation, software, etc.

We hereby inform you that your property, which was [redacted]  
[redacted]

**Commented [16A3]:** E.g. Delivery note

- Lost, in quantity of [write in the quantity][measuring unit]
- [redacted]
- [redacted]

**Commented [16A4]:** Select the appropriate option and delete unnecessary bullets.

**Commented [16A5]:** E.g. [redacted]

Regards,

[Name of sender]

Contact: [phone no., email]

[job title]

[name]

[signature]