

[organization name]

Appendix 4 – Notification to a Customer about Changes on his Property

Commented [AS91001]: Adapt the text in this form to organization's needs.

Customer Name:

Place:

Address:

Contact Person:

SUBJECT: Notification about changes on property

Commented [AS91002]: E.g. assembly parts, packages,

We hereby inform you that your property, which was delivered to us according to [name of

Commented [AS91003]: E.g. Delivery note

- [redacted]
- [redacted]
- [redacted]

Commented [AS91004]: Select the appropriate option and delete unnecessary bullets.

We ask you for an urgent meeting in order to resolve this situation.

Commented [AS91005]: E.g. Inappropriate dimensions

[redacted]

[redacted]

[redacted]

[job title]

[name]

[signature]