

[organization name]

Appendix 4 – Notification to a Customer about Changes on Property

Customer Name:

Place:

Address:

Contact Person:

[Redacted text]

[Redacted text]

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

[Redacted text]

Regards,

[Name of sender]

Contact: [phone no., email]

Commented [13A1]: Adapt the text in this form to organization's needs.

Commented [13A2]: E.g. assembly parts, packages, equipment, [Redacted text]

Commented [13A3]: E.g. Delivery note

Commented [13A4]: E.g. Inappropriate dimensions

Commented [13A5]: Select the appropriate option and delete unnecessary bullets.

[job title]

[name]

[Redacted signature line]

[signature]

Commented [13A6]: Only necessary if document is in paper form.