

[organization name]

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

Commented [134851]: Adapt the text in this form to organization's needs.

Customer Name:

Place:

Address:

Contact Person:

SUBJECT: Notification about changes on property

Commented [134852]: E.g. assembly parts, packages,

We hereby inform you that your property, according to [name of

Commented [134853]: E.g. Delivery note

-
-
-

Commented [134854]: E.g. Inappropriate dimensions

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

Commented [134855]: Select the appropriate option and delete unnecessary bullets.

[job title]

[name]

[signature]