

[organization name]

Appendix 4 – Notification to a Customer about Changes on Property

Commented [AES1]: Adapt the text in this form to

Customer name:

Phone:

Address:

Contact Person:

[redacted]

We hereby inform you that your property, which was delivered to us according to [name of document] from [date of delivery document] is:

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

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

Regards,

[redacted]

[redacted]

Commented [AES2]: E.g., assembly parts, packages,

Commented [AES3]: E.g., Delivery Note

Commented [AES4]: Select the appropriate option and delete

Commented [AES5]: E.g., inappropriate dimensions

[job title]

[name]

[signature]

Commented [AES6]: Only necessary if the Procedure for Document and Record Control prescribes that paper documents must be signed.