

[organization name]

Appendix 4 – Notification to a customer about changes on his property

Comment [9A1]: Adapt the text in this form to organization's needs.

Customer Name:

Place:

Address:

Contact Person:

SUBJECT: Notification about changes on property

Comment [9A2]: 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 delivered to us according to [name of document] from [date of delivery document] is:

Comment [9A3]: [name of document]

- Lost, in quantity of [write in the quantity][measuring unit]
- Damaged, in quantity of [write in the quantity][measuring unit]
- Unfit for use, because of [write in the reason]

Comment [9A4]: E.g. Inappropriate dimensions

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

Comment [9A5]: [name of document]
[name of document]
[name of document]

Regards,

[Name of sender]

Contact:[phone no., email]

[job title]

[name]

[signature]