

[organization name]

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

Customer Name:

Place:

[Redacted]

SUBJECT: [Redacted]

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

- [Redacted]
- [Redacted]
- [Redacted]

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

Regards,

[Name of sender]

Contact:[phone no., email]

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

Commented [9A2]: E.g. [Redacted]

Commented [9A3]: E.g. Delivery note

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

Commented [9A5]: Select the appropriate option and delete unnecessary bullets.

[job title]

[name]

[signature]