

Missing Telecom Device Notification

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Notification of Missing Telecom Device

Dear [Recipient Name],

I am writing to formally notify you regarding a missing telecom device belonging to [Insert Company/Organization Name]. The device, [Insert Device Type], was reported missing on [Insert Date of Incident] and is crucial for our operational needs.

The details of the missing device are as follows:

- Device Type: [Insert Device Type]
- Device Model: [Insert Device Model]
- Serial Number: [Insert Serial Number]
- Last Known Location: [Insert Last Known Location]

We kindly request that you assist us in locating the device or provide guidance on the next steps we should take regarding this matter. The loss of this device has significantly impacted our operations, and your support in resolving this situation is highly valued.

Thank you for your attention to this urgent matter. Please feel free to contact me directly at [Insert Your Phone Number] or [Insert Your Email] should you have any information or need further clarification.

Sincerely,

[Insert Your Name]

[Insert Your Position]

[Insert Company/Organization Name]