

Alert: Stolen Telecom Equipment

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Your Company Name]

Subject: Stolen Telecom Equipment Notification

Dear [Recipient's Name],

We are writing to inform you of an incident involving the theft of telecom equipment from our facility. The details of the incident are as follows:

- **Equipment Description:** [Describe Equipment]
- **Serial Number:** [Insert Serial Number]
- **Date of Theft:** [Insert Date]
- **Location of Incident:** [Insert Location]

We have reported this incident to local law enforcement and are cooperating fully with their investigation. We urge you to be vigilant and report any suspicious activity related to the stolen equipment.

If you have any information that could assist in recovering the stolen items, please contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Contact Information]