

# Notification of Telecom Equipment Loss

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to inform you about the loss of telecom equipment that occurred on [insert date of loss]. The equipment in question includes:

- Equipment Type: [Insert equipment type]
- Model Number: [Insert model number]
- Serial Number: [Insert serial number]

The loss was discovered during a routine check and has been reported to the relevant authorities. We are currently taking steps to investigate this matter and recover the equipment.

We understand that this may cause inconvenience, and we assure you that we are doing everything possible to address the situation promptly. We will keep you updated on any developments.

If you have any questions or require further assistance, please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]