

Telecom Hardware Loss Notification

Date: [Insert Date]

To: [Recipient Name]

Title: [Recipient Title]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to formally notify you regarding the loss of telecom hardware that occurred on [insert date of incident]. The following items have been identified as missing:

- Item Description: [Insert Item Details]
- Serial Number: [Insert Serial Number]
- Quantity: [Insert Quantity]

The circumstances surrounding the loss were as follows: [Briefly describe the incident]. We have taken appropriate measures to locate the missing items, including [list any actions taken].

We understand the importance of addressing this matter promptly and are committed to working towards a resolution. If you have any information regarding the whereabouts of the missing items or require any additional details from our side, please feel free to reach out to us at your earliest convenience.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]