

Notification of Equipment Damage

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Subject: Notification of Equipment Damage

Dear [Recipient's Name],

I am writing to inform you that during the course of our recent work on [Project Name/Description], damage occurred to the equipment listed below:

- Equipment Type: [Insert Equipment Type]
- Make/Model: [Insert Make/Model]
- Serial Number: [Insert Serial Number]
- Type of Damage: [Insert Type of Damage]
- Date of Incident: [Insert Date]

We took immediate action to assess the damage and have documented all findings. Please see the attached photographs and inspection report for your reference.

As per our subcontractor agreement, we would like to discuss the next steps regarding repair or replacement of the damaged equipment. Please let us know a convenient time for us to discuss this matter.

Thank you for your attention to this important issue. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]