

Important Notification

Dear [Recipient's Name],

We regret to inform you that due to unforeseen circumstances, your mailbox located at [Mailbox Address] has been destroyed.

This incident occurred on [Date of Incident], and we are actively investigating the matter. We understand the inconvenience this may cause and are working swiftly to resolve the issue.

Please take note of the following actions you need to take:

- Report any suspicious activity related to your mailbox.
- Contact us at [Contact Information] for further assistance.
- Arrange for a replacement mailbox at your earliest convenience.

We appreciate your understanding during this time and apologize for any disruption this may have caused.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]