

Notification of Postal Facility Vandalism

Date: [Insert Date]

To Whom It May Concern,

We regret to inform you that there has been an incident of vandalism at the [Insert Postal Facility Name] located at [Insert Address]. The event occurred on [Insert Date of Incident], and it has resulted in [briefly describe the damage, e.g. broken windows, graffiti, etc.].

We are currently investigating this matter and are working with local authorities to identify the perpetrators. Measures are being taken to repair the damage and ensure the security of the facility.

We apologize for any inconvenience this may cause to our valued customers and appreciate your understanding as we address this situation.

If you have any information regarding this incident, please contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]