

# Hardware Replacement Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that the following hardware component(s) in your system require replacement:

- Device: [Device Name]
- Model: [Model Number]
- Serial Number: [Serial Number]
- Reason for Replacement: [Reason]

We have scheduled the replacement process to minimize any disruptions to your workflow. The replacement is set to take place on [Date] at [Time]. Our team will ensure that the process is completed efficiently and will provide support throughout.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]