

Loss Notification Letter

Date: [Insert Date]
To: [Business Partner Name]
Company: [Business Partner Company Name]
Address: [Business Partner Address]

Subject: Notification of Loss

Dear [Business Partner Name],

We regret to inform you that on [insert date of loss], a loss occurred involving [briefly describe the nature of the loss, e.g., goods, property, data, etc.]. The incident was identified at [location] and detailed as follows:

Description of Loss:

[Provide a brief but clear explanation of the loss, including items or assets involved, estimated value, and known circumstances.]

This matter is currently under investigation, and we are taking all necessary steps to assess the impact and address any immediate concerns. Please be assured that we are committed to transparency and will keep you updated on any developments or findings as we proceed.

We kindly request your cooperation and understanding in this matter. If you require any additional details or wish to discuss this further, please do not hesitate to contact us at [your contact information].

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]

Important Notes:

- Loss notification letters should be sent promptly after confirming the occurrence of a loss.
- Ensure all details provided are accurate and factual; avoid speculation.
- Maintain a professional and empathetic tone throughout the correspondence.
- Always keep a record of the letter and related communications for reference.
- Seek legal or internal advice if required before sending sensitive notifications.