

Loss Notification Letter

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Subject: Notification of Loss – [Brief Description, e.g., "Loss of Goods/Assets"]

Dear [Customer Name],

We regret to inform you that we have experienced a loss involving [briefly describe the item/asset, e.g., "your shipment with reference number XXXXX"]. The loss occurred on [date of loss], and was discovered on [date of discovery] at [location, if applicable].

Details of the Loss:

- **Item/Asset:** [Description]
- **Reference/Invoice No.:** [Number]
- **Date of Loss:** [Date]
- **Location:** [Location]
- **Reported By:** [Name]

We are currently investigating the matter and are taking all necessary actions to resolve the situation. Please be assured that we are committed to keeping you updated regarding the progress and outcome of this issue.

If you have any questions or require further information, please feel free to contact us at [Contact Information].

We sincerely apologize for any inconvenience caused.

Yours faithfully,

[Your Name / Position]

[Company Name]

[Contact Details]

Important Notes:

- Ensure all information provided is accurate and complete before sending this letter.
- Keep a copy of this letter for your records and future reference.
- Notify customers as soon as the loss is identified to maintain transparency.
- Follow up with customers regarding the resolution or compensation process, if applicable.
- Customize the template to suit the specific circumstances of each case.