

Date:

To:

Subject: Hardware Replacement Notification

Hardware Replacement Notification

Dear

This letter is to inform you that the following hardware will be replaced:

- Device/Component:
- Serial Number:
- Replacement Date:
- Reason for Replacement:

Please ensure that all necessary backups are completed prior to the replacement. If you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,