

Hardware Component Replacement Notification

Date:

To:

From:

Subject:

Hardware Component Replacement Notice

Dear

We are writing to inform you about the scheduled replacement of the following hardware component(s):

Component Name	Asset Tag / Serial No.	Location	Scheduled Replacement Date

Reason for Replacement:

Notes/Instructions:

If you have any questions or need further information, please contact us.

Thank you.

Best regards,