

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Displacement Notification for QR Code Scanner

I am writing to formally notify you of the displacement of the QR code scanner [Model/Version] previously located at [Location of the scanner]. The scanner has been relocated to [New Location], effective [Date of relocation].

This change is necessary due to [brief explanation of the reason for the displacement, e.g., renovations, equipment updates, etc.]. We believe that this new location will enhance its accessibility and improve user experience.

Please update your records accordingly, and feel free to reach out if you have any questions or require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization Name]