

Lost Property Claim for Electronic Devices

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Institution Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally report the loss of my electronic device, [describe the device, e.g., "a black Apple iPhone 13"], which occurred on [date of loss] at [location of loss].

Details of the lost item:

- Device Type: [e.g., Smartphone, Laptop, etc.]
- Make and Model: [e.g., Apple iPhone 13]
- Color: [e.g., Black]
- Serial Number: [insert serial number]
- Identifying Marks: [any unique features or marks]

I have attempted to locate my device by [describe any actions taken, e.g., "contacting local authorities, checking with lost and found, etc."]. Unfortunately, I have been unable to recover it.

I kindly request your assistance in processing my lost property claim for this device. Attached are copies of relevant documents, including [list any documents, e.g., "purchase receipt, police report, etc."].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]