

Lost Property Claim for Work-Related Equipment

Date: [Insert Date]

[Your Name]
[Your Job Title]
[Your Department]
[Company Name]
[Company Address]

To: [Manager's Name]
[Manager's Job Title]
[Company Name]

Dear [Manager's Name],

I am writing to formally report the loss of work-related equipment and to submit a claim for its replacement. On [date of loss], while [brief explanation of circumstances leading to the loss], I realized that my [describe the equipment, e.g., laptop, phone] was missing.

Details of the lost equipment:

- Item Description: [Description of the equipment]
- Model/Serial Number: [Model/Serial Number]
- Estimated Value: [Value of the equipment]

I have already taken the necessary steps to locate the missing item, including [list any actions taken, e.g., checking with lost and found, notifying security]. However, I have been unable to recover it.

Please let me know the next steps in processing my claim for the lost property. I appreciate your assistance in this matter.

Thank you for your attention to this urgent issue.

Sincerely,
[Your Name]
[Your Contact Information]