

Letter of Claim for Lost Property

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally claim for the lost property that I reported on [date of report]. The details of the lost property are as follows:

- **Description of the property:** [Description]
- **Location of Loss:** [Location]
- **Date of Loss:** [Date]
- **Reference Number:** [Reference Number, if applicable]

Despite my efforts to retrieve the property, it has not been found. Therefore, I request that you process this claim and provide compensation in accordance with your policies regarding lost property.

Enclosed are copies of all relevant documents, including the original report I filed and any supporting evidence.

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

Sincerely,

[Your Name]