

# Report of Misplaced Item

Date: **[Insert Date]**

To: **[Recipient's Name]**

From: **[Your Name]**

Subject: Report of Misplaced Item

Dear **[Recipient's Name]**,

I am writing to formally report that I have misplaced an item, which is critical to my work. The details of the item are as follows:

- **Item Description:** [Description of the Item]
- **Last Seen Location:** [Location where it was last seen]
- **Date of Misplacement:** [Date of Misplacement]

I have searched the area and inquired with colleagues, but unfortunately, I have not been able to locate it. I would appreciate any assistance or guidance you could provide regarding this matter.

Thank you for your attention to this issue. Please feel free to contact me at **[Your Phone Number]** or **[Your Email Address]** if you have any information.

Sincerely,

**[Your Name]**

**[Your Position]**

**[Your Department]**