

Lost Telecom Equipment Report

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to formally report the loss of telecom equipment that occurred on [Date of Loss]. The details of the equipment are as follows:

- **Equipment Type:** [e.g., Mobile Phone, Router, etc.]
- **Model:** [Model Number]
- **Serial Number:** [Serial Number]
- **Last Known Location:** [Location]

The circumstances surrounding this loss are as follows:

[Provide a brief description of how the equipment was lost, including any relevant details.]

I have taken the following steps to locate the equipment:

- [Step 1]
- [Step 2]
- [Step 3]

I kindly request your assistance in this matter and any guidance on the next steps I should take regarding this lost equipment.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]