

Request for Investigation on Lost Item

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request an investigation into a lost item that I believe may have been misplaced or lost within your establishment.

Details of the lost item are as follows:

- **Item Description:** [Description of the item]
- **Date of Loss:** [Date when the item was lost]
- **Location of Loss:** [Exact location where the item was lost]
- **Reference Number (if applicable):** [Any relevant reference number]

I would appreciate your prompt attention to this matter and any assistance you could provide in recovering my lost item. Please feel free to contact me at your earliest convenience should you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]