

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Organization/Company Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the lost item report I submitted on [Date of Initial Report]. The item, described as [Description of the Item], was reported missing and I was wondering if there have been any updates regarding its status.

I appreciate your assistance in this matter and look forward to your prompt response. Thank you for your attention to this issue.

Sincerely,

[Your Name]