

Inquiry Regarding Lost Belongings

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Date]

Transportation Services Department

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear Sir/Madam,

I am writing to inquire about my belongings that were lost during my recent travel with your transportation services on [Date of Travel]. I took a [Bus/Train/Other] from [Departure Location] to [Destination] and realized that I left behind my [Description of Lost Item(s), e.g., brown leather backpack, black laptop].

The details of my journey are as follows:

- **Reservation Number:** [Reservation Number]
- **Departure Time:** [Departure Time]
- **Arrival Time:** [Arrival Time]
- **Seat Number:** [Seat Number]

I would greatly appreciate any assistance you can provide in retrieving my lost items. If needed, I am willing to provide further information or visit your lost and found department in person.

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

Sincerely,

[Your Name]