

Lost Item Report

Date: _____

To: [School Administrator's Name]

[School Name]

[School Address]

[City, State, ZIP Code]

Dear [Administrator's Name],

I am writing to report a lost item that was misplaced in the school premises on [date of loss]. The item is described as follows:

- **Item Name:** [Description of the item]
- **Brand/Model:** [Brand/Model if applicable]
- **Color:** [Color of the item]
- **Size:** [Size if applicable]
- **Last Seen Location:** [Location where it was last seen]

I kindly request assistance in locating this item. If found, please contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Grade/Class]

[Your Contact Information]