

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Business Name]  
[Business Address]  
[City, State, ZIP Code]

Dear [Business Manager's Name],

I hope this message finds you well. I am writing to inquire about a personal item I believe I may have lost at your establishment on [Date of Visit]. The item in question is a [Description of Item, e.g., blue backpack] that contains [any relevant details about the contents, if applicable].

If you have found this item or if there is a lost and found department I could reach out to, I would greatly appreciate your assistance. Please let me know if there are any procedures I should follow or information you need from me.

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

Sincerely,  
[Your Name]