

Letter of Request for Assistance with a Lost Item

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your assistance with a matter concerning a lost item. On [specify date], I misplaced [describe the item, e.g., "my black leather wallet"] at [location where you lost the item, e.g., "the downtown public library"]. Unfortunately, I have been unable to locate it since then.

The wallet contains important personal items, including [mention any significant items, e.g., "my ID, credit cards, and some cash"], and I am deeply concerned about its whereabouts. I kindly ask for your help in searching for this lost item or advising me on the best steps to take should it be found.

If you require any further information to assist in this matter, please do not hesitate to contact me at [your phone number] or [your email address]. Thank you very much for your attention to this request. I greatly appreciate any help you can provide.

Sincerely,

[Your Name]