

Complaint Letter: Lost Property

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally report a lost item on [insert mode of transport, e.g., bus, train] number [insert number] that departed from [insert departure location] at [insert time] on [insert date].

The item I lost is [describe the item, e.g., a black leather wallet], and contains [briefly describe contents, e.g., identification, credit cards]. I believe I left it on [describe specific location in the transport, e.g., seat number, luggage rack].

I kindly request your assistance in locating my lost item. I can be reached at [insert phone number] or [insert email address]. Thank you in advance for your help.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]