

Letter of Demand for Update on Missing Account Item

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an update regarding the missing item from my account, which was reported on [date of reporting the item missing]. Despite previous communications, I have yet to receive a satisfactory response regarding the status of this matter.

The missing item pertains to [describe the item briefly], and it is important for me to resolve this issue promptly. I would appreciate it if you could provide me with an update on the investigation status and any steps being taken to restore the missing item to my account.

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

Sincerely,

[Your Name]