

Follow-Up on Missing Item in My Account

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the missing item in my account that I reported on [date of initial report]. The item is [describe the item], and it seems to have been misplaced or not properly recorded in my account.

I would appreciate any updates you can provide regarding the status of this issue. If you need any further information or documentation from my side, please let me know.

Thank you for your assistance.

Sincerely,
[Your Name]
[Your Contact Information]