

Notification of Unaccounted Item

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification Regarding Unaccounted Item

Dear [Recipient's Name],

We are writing to inform you that after our recent inventory review, we have identified an item that appears to be unaccounted for. The details of the item are as follows:

- **Item Description:** [Description]
- **Item ID:** [ID Number]
- **Quantity:** [Quantity]
- **Last Recorded Location:** [Location]

We kindly request your cooperation in investigating this matter. Please review your records and let us know if you have any information regarding the whereabouts of the item.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]