

Request for Investigation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an investigation into the disappearance of an item that I believe is missing from [location or department]. The item in question is [describe the item, including details such as item number, model, etc.], and it was last seen on [date or timeframe].

Despite my attempts to locate the item, I have been unsuccessful. Therefore, I kindly ask that an investigation be initiated to determine its whereabouts. This issue is of great concern as it is essential for [mention any impact this may have, such as productivity, safety, etc.].

Please let me know what steps will be taken to address this matter, and if any further information is required from my side to assist in the investigation.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Address]