

Submission Letter for Unknown Item Issue

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to bring to your attention an issue regarding an unknown item that has come to my notice. The details are as follows:

- **Item Description:** [Provide a brief description of the item]
- **Location Found:** [Specify where the item was found]
- **Date Found:** [Insert date the item was found]

Despite my efforts to identify the item and ascertain its ownership, I have been unable to do so. I believe it is important to address this matter to ensure the appropriate actions are taken.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information or clarification regarding this issue.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]