

Missing Items Appeal

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Appeal for Missing Items

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally appeal regarding the items that are currently missing from my office/department. Despite my efforts to locate them and my conversations with team members, the items listed below remain unaccounted for:

- [Item 1 Description]
- [Item 2 Description]
- [Item 3 Description]

These items are critical for the completion of my ongoing projects and their absence is affecting our team's productivity. I would greatly appreciate your assistance in investigating this matter further.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]