

Missing Items Investigation Request

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Address]

Dear [Recipient's Name],

I am writing to formally request an investigation into the recent disappearance of certain items from [Location/Department/Area]. The details of the missing items are as follows:

- Item 1: [Description, Serial Number, etc.]
- Item 2: [Description, Serial Number, etc.]
- Item 3: [Description, Serial Number, etc.]

These items were last seen on [Last Known Date/Location]. I believe it is essential to identify the circumstances surrounding their disappearance to prevent any future occurrences.

Thank you for your attention to this matter. I appreciate your prompt investigation and I look forward to your findings.

Sincerely,

[Your Name]
[Your Position]
[Your Contact Information]
[Your Company/Organization Name]