

Formal Investigation Request for Lost Items

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an investigation into the loss of my personal items, which were last seen on [insert date] at [insert location]. The items in question are as follows:

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

I have taken the following steps to locate my items:

- [List the steps taken, such as reporting to security, checking lost and found, etc.]

I kindly request that you initiate an investigation into this matter and inform me of any updates regarding my lost items. Your assistance in this matter is greatly appreciated.

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

Sincerely,

[Your Name]