

Request for Investigation on Lost Item

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an investigation regarding a lost item that I believe may have been misplaced on [insert date of loss] at [insert location or situation]. The item is [describe the item, including any identifying features, such as brand, color, or serial number].

I have taken the following steps to locate the item: [briefly list any actions you have taken to find the item, such as checking with staff, lost and found, etc.]. Despite my efforts, I have not been able to recover it.

I kindly ask for your assistance in investigating this matter further. If you require any additional information or documentation, please feel free to contact me at the details provided above.

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

Sincerely,

[Your Name]