

# Lost Property Complaint

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally report the loss of my property while using your public transit service.

## Details of the Incident:

- **Date of Travel:** [Insert Date]
- **Time of Travel:** [Insert Time]
- **Route Number:** [Insert Route Number]
- **Bus/Train Number:** [Insert Bus/Train Number]

## Description of Lost Item:

- **Item Type:** [Insert Type of Item]
- **Color:** [Insert Color]
- **Brand:** [Insert Brand]
- **Additional Details:** [Insert any distinguishing features]

I would appreciate any assistance you could provide in locating my lost property. Please contact me at [Insert Your Phone Number] or [Insert Your Email Address] with any updates.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]