

Security Service Equipment Complaint

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally complain regarding the missing equipment that was under the care of your security service. On [insert specific date], we reported that the following items were unaccounted for:

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

Despite our previous communication on this matter, we have not received a satisfactory response or resolution. The failure to secure and manage these items is concerning and has caused [insert impact, e.g., operational delays, financial loss, etc.].

We request that an investigation be conducted immediately to locate the missing equipment and that we be informed of the findings. Additionally, please provide us with the measures you are implementing to prevent such incidents in the future.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]