

Letter of Demand for Replacement of Lost Files

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally demand the immediate replacement of files that were reported lost under your management. These files, which are critical to my [specify purpose, e.g., business operations, legal matters], were last accounted for on [date]. Despite my repeated inquiries, there has been no resolution regarding their status.

The lost files include:

- [File Name/Description]
- [File Name/Description]
- [File Name/Description]

As these documents are essential, I request that you take the necessary steps to replace them by [specific deadline]. Failure to do so may compel me to consider further action.

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

Sincerely,
[Your Name]