

Notification of Misplaced Records

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification of Misplaced Records

Dear [Recipient's Name],

I am writing to inform you that we have encountered an issue concerning certain records that have been misplaced. Specifically, the following records were found to be unaccounted for:

- [Record 1 Description]
- [Record 2 Description]
- [Record 3 Description]

We are currently conducting a thorough search to locate these documents and ensure that they are restored to their appropriate files. We would appreciate any assistance you could provide in this matter, especially if you have any information regarding their last known whereabouts.

We apologize for any inconvenience this may cause and appreciate your understanding and cooperation as we work to resolve this issue.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]