

Subject: Notification of Missing Files

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that we have encountered a situation regarding some missing files associated with [specific project or task].

The following files are currently unaccounted for:

- [File Name 1]
- [File Name 2]
- [File Name 3]

We would appreciate your assistance in locating these documents. If you have any information regarding their whereabouts or if they have been inadvertently moved, please let us know at your earliest convenience.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]