

# Lost Item Claim

Date: [Insert Date]

To,

[Retailer's Name]  
[Retailer's Address]  
[City, State, Zip Code]

Subject: Claim for Lost Item During Return Process

Dear [Retailer's Name or Customer Service Team],

I hope this message finds you well. I am writing to formally report a lost item that I believe was misplaced during the return process of my recent order (Order Number: [Insert Order Number]).

Details of the lost item:

Item Name: [Insert Item Name]  
Item Description: [Insert Description]  
Date of Return: [Insert Date of Return]

I followed the standard return procedure and it was during this process that the item went missing. I have attached any relevant documentation that may assist in this matter.

I kindly request your assistance in locating my lost item or reviewing my claim for possible compensation. Your prompt attention to this matter would be greatly appreciated.

Thank you for your understanding and support.

Sincerely,  
[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]