

Dear [Teacher's/Principal's Name],

I hope this message finds you well. I am writing to inquire about some missing items that my child, [Child's Name], seems to have misplaced at school.

The items in question include:

- [Item 1 - Description]
- [Item 2 - Description]
- [Item 3 - Description]

We have searched at home but have been unable to locate them. If these items were found or turned in, please let us know how we may retrieve them.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Contact Information]

[Date]