

Lost Articles Report

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Report of Lost Articles

Dear [Recipient Name],

I am writing to report the loss of several articles within the educational setting of [School/Institution Name]. The details are as follows:

Description of Lost Articles:

- Article 1: [Description including color, size, brand, etc.]
- Article 2: [Description including color, size, brand, etc.]
- Article 3: [Description including color, size, brand, etc.]

These articles were last seen on [insert date and location]. I have checked with [insert any relevant parties, e.g., lost and found, classmates, etc.], but they have not been found.

I would appreciate if you could assist me in locating these items or provide guidance on the next steps I should take. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]