

Lost Item Inquiry

Date: _____

To: The Lost and Found Department

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about a lost item that I misplaced at school. The details of the item are as follows:

- **Item Description:** [Description of the item]
- **Color:** [Color]
- **Brand:** [Brand]
- **Date/Time of Loss:** [Date/Time]

If there is any chance that this item has been found, I would greatly appreciate your assistance in recovering it. Thank you very much for your help!

Sincerely,

[Your Name]

[Grade/Class]

[Your Contact Information]