

Follow-Up on Lost Possessions

Date: [Insert Date]

To: [Name of School Administrator]

[School Name]

[School Address]

Dear [Name of Administrator],

I hope this message finds you well. I am writing to follow up on the report I submitted regarding my lost possessions on [insert date of loss]. I would like to inquire if there has been any progress in identifying or retrieving my items.

The items I am referring to include:

- [Description of item 1]
- [Description of item 2]
- [Description of item 3]

Your assistance in this matter is greatly appreciated, and I look forward to any updates you may have. Please feel free to contact me at [Your Phone Number] or [Your Email Address]. Thank you for your attention to this issue.

Sincerely,

[Your Name]

[Your Address]

[Your Grade/Class]