

Lost Property Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

To Whom It May Concern,

I am writing to formally request assistance regarding a lost item that I believe may have been left on campus. I am a [Your Year, e.g., freshman, sophomore] student at [Name of Institution] enrolled in [Your Course or Program].

The item I have lost is [Description of the Item, e.g., a black backpack, a laptop]. It was last seen on [Date and Location last seen]. I have checked with the lost and found department and have not yet located my item.

I would greatly appreciate your help in this matter. If you find the item or have any information regarding its whereabouts, please contact me at [Your Phone Number] or [Your Email].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Student ID Number]