

# Request for Lost School Equipment

To: [Principal's Name]

[School Name]

[School Address]

Date: [Insert Date]

Dear [Principal's Name],

I hope this message finds you well. I am writing to formally request assistance regarding a piece of school equipment that I have unfortunately lost.

The equipment in question is [describe the equipment, e.g., a laptop, textbook, art supplies, etc.], and I believe I last had it on [insert date]. Despite my best efforts to locate it, I have not been able to find it.

I would greatly appreciate any guidance you could provide on how to proceed with recovering or replacing this item. If there is a lost and found procedure, please let me know how I can contribute to that process.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Grade/Class]

[Your Contact Information]