

Request for Retrieval of Lost Belongings

Date: [Insert Date]

To: [School's Name]

Address: [School's Address]

Dear [Principal's Name or School Office],

I hope this message finds you well. I am writing to formally request assistance regarding some belongings that I believe I may have lost on school premises.

The items I am inquiring about include:

- [Item 1: Description - e.g., blue backpack, black laptop, etc.]
- [Item 2: Description]
- [Item 3: Description]

These items were last seen on [insert date], around [insert approximate location]. I would greatly appreciate it if you could check if any of these belongings have been found and turned in to the lost and found department.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Relationship to the Student, if applicable]