

# Lost Item Retrieval Request

Date: [Insert Date]

To Whom It May Concern,

I am writing to request the retrieval of my lost backpack. The backpack was lost on [insert date of loss] at [insert location]. It is [describe the backpack briefly, e.g., color, brand, distinctive features].

Here are my details for your reference:

- Name: [Insert Your Name]
- Contact Number: [Insert Your Phone Number]
- Email: [Insert Your Email]

If found, please contact me at your earliest convenience. I appreciate your assistance in this matter.

Thank you.

Sincerely,

[Insert Your Name]