

# Lost Item Retrieval Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally request the retrieval of my lost camera. It was last seen on [Insert Date] at [Insert Location]. The camera is a [Insert Brand and Model] and is identifiable by its [Insert Unique Features or Serial Number].

I have already reported this loss to [Insert Place of Report, e.g., Lost and Found Department, Police Station] on [Insert Date of Report]. If there are any necessary forms or procedures I need to complete to facilitate the retrieval process, please let me know at your earliest convenience.

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

Sincerely,

[Your Name]