

Lost Item Retrieval Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I am writing to request assistance in the retrieval of my lost glasses. I believe I may have left them at [insert location, e.g., a cafe, store, etc.] on [insert date of loss].

The details of the glasses are as follows:

- Brand: [Insert Brand]
- Color: [Insert Color]
- Frame Style: [Insert Style]
- Prescription Details (if applicable): [Insert Details]

If found, please contact me at your earliest convenience. I am more than willing to come by to pick them up or cover any associated shipping costs if necessary.

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

Sincerely,

[Your Name]