

# Lost Item Retrieval Request for Jewelry

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 formally request the retrieval of a lost piece of jewelry, which I believe may have been found and reported to your office. The details of the item are as follows:

- **Item Description:** [Insert Description of Jewelry]
- **Material:** [Insert Material, e.g., Gold, Silver]
- **Estimated Value:** [Insert Estimated Value]
- **Date Lost:** [Insert Date Lost]
- **Location Lost:** [Insert Location Lost]

If this item has been turned in or reported to your location, I would greatly appreciate any assistance you can provide in facilitating its return to me.

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

Sincerely,

[Your Name]