

Lost Item Retrieval Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Facility/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the retrieval of my lost laptop, which I misplaced on [insert date of loss] at [insert location]. The details of the laptop are as follows:

- Brand: [Brand Name]
- Model: [Model Number]
- Serial Number: [Serial Number]
- Color: [Color]

It is an essential item for my studies/work, and I would greatly appreciate any assistance you can provide in locating it. If you have found the laptop or have any information regarding its whereabouts, please contact me at your earliest convenience.

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

Sincerely,

[Your Name]