

Request for Retrieval of Lost Mobile Phone

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Retrieval of Lost Mobile Phone

Dear [Recipient's Name],

I am writing to formally request assistance in retrieving my lost mobile phone that I misplaced on [date of loss] at [location of loss]. The details of the mobile phone are as follows:

- **Make and Model:** [Phone Make and Model]
- **Color:** [Phone Color]
- **Serial Number:** [Phone Serial Number]
- **Last Known Location:** [Last Known Location]

I have taken steps to track my phone, including using [mention any tracking apps or services], but unfortunately, I have had no luck in recovering it. If you have any information regarding my phone or if it has been turned in, I would greatly appreciate your assistance in retrieving it.

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

Sincerely,

[Your Name]