

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Location/Organization Name]

[Address]

[City, State, Zip Code]

Subject: Lost Item Retrieval Request - Wallet

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request assistance in retrieving my lost wallet, which I believe may have been found or turned in to your office/location.

The wallet is [describe wallet - color, brand, distinctive features] and was lost on [date of loss] at [location where it was lost]. It contains important personal items including [mention any specific items such as ID, credit cards, etc.].

If my wallet has been turned in, I would greatly appreciate it if you could let me know the procedures for retrieval. I am willing to provide any necessary identification or information to verify ownership.

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

Sincerely,

[Your Name]