

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Business Name]

[Business Address]

[City, State, Zip Code]

Dear [Business Name],

I hope this message finds you well. I am writing to inquire about a lost item that I believe may have been left at your establishment on [insert date of visit]. The item in question is [describe the lost item, including any distinguishing features].

If you have found the item or if it has been turned in by someone else, I would greatly appreciate it if you could let me know. I can be reached at [your phone number] or [your email] for any updates regarding this matter.

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

Sincerely,

[Your Name]