

Lost Item Notification

Date: [Insert Date]

To: [School Name]

Address: [School Address]

Dear [School Administration/Principal's Name],

I am writing to inform you of a lost item belonging to my child, [Child's Name], who is a [Grade/Class Name] student at your school. The item is described as follows:

- **Item:** [Description of the item]
- **Color:** [Color of the item]
- **Brand:** [Brand name, if applicable]
- **Other identifying features:** [Any other specific details]

We believe that the item may have been lost on [Date of Loss] during [Activity/Location where it was last seen]. If found, we would greatly appreciate it if you could notify us at your earliest convenience.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your Contact Information]