

## Loss Notification Letter to Creditors

Date: / /

To,

The Manager,

Subject: Loss Notification

Dear Sir/Madam,

I am writing to inform you of the unfortunate loss of \_\_\_\_\_ (mention the lost item, e.g., original documents/cheque/instrument) related to my account/transaction with your institution.

The details of the lost item are as follows:

- Account/Reference Number: \_\_\_\_\_
- Date of Loss: \_\_\_\_\_
- Description: \_\_\_\_\_

The loss has been reported to the appropriate authorities, and I am submitting this notification as part of the official protocol. I kindly request you to update your records accordingly and take necessary actions to prevent any misuse of the lost item.

Please let me know if any further information or formalities are required from my side.

Thank you for your cooperation.

Yours sincerely,

(Name) \_\_\_\_\_  
Contact No.: \_\_\_\_\_  
Address: \_\_\_\_\_

## Important Notes:

- Ensure all relevant details regarding the loss are filled accurately.
- Attach any supporting documents, such as police reports or FIR copies, if available.
- Retain copies of all correspondence for your records.
- This letter is a formal notification and should be submitted promptly after identification of loss.
- Consult with your creditor for any further required actions or document submissions.