

[Agency Name]
[Agency Address Line 1]
[Agency Address Line 2]
[City, State ZIP]

Date: [Insert Date]

To:

[Recipient Name]
[Recipient Position/Title]
[Department/Unit]
[Government Agency]

Subject: Loss Notification – [Brief Description, e.g., "Loss of Equipment/Document/Property"]

Dear [Recipient Name],

This letter is to formally notify you of the loss of the following item(s):

Item Description: [Description of lost item(s)]
Serial/Identification Number: [Insert Number(s)]
Date & Time of Loss: [Insert Date & Time]
Location of Loss: [Insert Location]

The loss was discovered on [Date] by [Name/Designation], and the matter has since been reported to [Relevant Authority, e.g., local police, security]. An internal investigation is underway to determine the circumstances of the loss and any necessary follow-up actions.

We kindly request your guidance on any further steps to be taken in this matter, and will provide additional documentation as required.

Please let us know if further information is needed.

Sincerely,

[Your Name]
[Your Designation]
[Department]
[Contact Information]

Important Notes:

- Provide accurate and complete information about the lost item(s).
- Report the loss to relevant authorities or supervisors immediately.
- Attach supporting documents (e.g., police report, inventory list) if available.
- Ensure the letter is signed by an authorized officer.
- Maintain a copy of the letter for your records.