

Theft Loss Notification Acknowledgement Receipt

Date of Notification: _____

ACK Receipt No.: _____

Reported By

Name: _____

Contact Number: _____

Email Address: _____

Affiliation/Department: _____

Theft Incident Details

Date of Incident: _____

Location: _____

Description of Loss:

Estimated Value: _____

Receiving Authority/Officer

Name: _____

Position: _____

Signature: _____

Date Received: _____

Acknowledgement

This is to acknowledge the receipt of notification regarding the above-reported theft loss. The matter will be reviewed following the appropriate procedures.

Important Notes:

- Keep this receipt as formal proof that your theft loss notification has been submitted and received.
- This acknowledgement does not constitute acceptance of liability or guarantee of compensation.
- Further investigation may be required based on the details provided in this notification.
- Ensure all details are accurate and complete for efficient processing.
- Contact the receiving authority for updates or additional instructions.

