

June 23, 2024

The Manager
Lost and Found Department
XYZ Company Ltd.
1234 Business Avenue
City, State ZIP

Subject: Requisition for Reporting a Lost Item

Dear Sir/Madam,

I am writing to formally report the loss of my item and to request your assistance in locating it. The details of the lost item are as follows:

Item Name: Black Leather Wallet

Date Lost: June 21, 2024

Location Last Seen: XYZ Company Cafeteria

Description: The wallet contains several identification cards and personal documents.

I kindly request that you initiate the necessary procedures to help locate and return my lost item. I am available for any further information or clarification that may assist in the search.

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

Yours faithfully,

[Your Name]

[Your Employee ID, if applicable]

[Contact Information]

Important Notes:

- Provide clear and accurate details of the lost item, including description and last known location.
- Attach supporting documents if required (e.g., ID proof, purchase receipts).
- Submit the letter to the appropriate department or authority.
- Keep a copy of the letter for your own records.
- Follow up with the concerned office after submission, if necessary.