

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.