

# Lost Item Declaration and Requisition Letter

**Date:** \_\_\_\_\_

**To:**

\_\_\_\_\_  
Designation: \_\_\_\_\_

Department/Organization: \_\_\_\_\_

**From:**

Name: \_\_\_\_\_

Employee/Student ID: \_\_\_\_\_

Department: \_\_\_\_\_

## Subject: Declaration of Lost Item and Request for Reissuance

Dear Sir/Madam,

I am writing to formally declare the loss of the item detailed below and to request for its reissuance/replacement.

### Details of the Lost Item:

- **Item Name:** \_\_\_\_\_
- **Serial/ID Number:** \_\_\_\_\_
- **Date Lost:** \_\_\_\_\_
- **Place Lost:** \_\_\_\_\_

The loss occurred under the following circumstances:

\_\_\_\_\_  
I have reported the loss to the concerned authorities/security (if applicable) and conducted a thorough search but have been unable to recover the item.

I kindly request you to consider my application for the reissuance/replacement of the above-mentioned item, as it is essential for the conduct of my duties/academic activities.

I declare that the information provided above is true to the best of my knowledge.

Thank you for your attention and prompt action.

Sincerely,

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

## Important Notes:

- This letter should be completed truthfully and accurately to avoid legal or disciplinary actions.
- Always report lost official items to the appropriate authorities/security as soon as possible.
- Attach any supporting documents or reports (such as police report or incident log) if required.
- Edit and adapt the template to suit the requirements and regulations of your organization.
- Keep a copy of the letter and any related documents for your records.