

Lost Property Requisition Letter

To,
The Property Officer
[Organization Name]
[Office Address]

Date: [DD/MM/YYYY]

Subject: Requisition for Lost Property

Dear Sir/Madam,

I am writing to formally report and request the processing of the following lost property:

Item Description: [Specify the lost item]

Date Lost: [DD/MM/YYYY]

Location Last Seen: [Location]

Details: [Any other relevant description or details related to the property]

The loss was discovered on [Date], and despite searching the premises, the item remains unlocated. Kindly register this loss and provide guidance on the necessary procedures to claim or replace the property as per organizational policies.

I confirm all the above details are accurate to the best of my knowledge.

Yours sincerely,

[Your Name]

[Designation/Department]

[Contact Number]

Acknowledgment of Receipt

I acknowledge the receipt of the above Lost Property Requisition Letter.

Reference No.: _____

Date Received: _____

Signature: _____

Name: _____

Department: _____

Important Notes:

- Provide accurate and complete information about the lost property to avoid delays.
- Attach any supporting documents (purchase receipts, photos, etc.) if available.

- Retain a copy of the requisition letter and acknowledgment for your records.
- Report the loss to relevant authorities if required as per organizational policy.
- This letter should be submitted promptly after the property is reported lost.