

School Name

School Address Line 1
School Address Line 2
Contact: (000) 000-0000

Date: _____

To,
The Principal

Subject: Lost Item Requisition Letter

Respected Sir/Madam,

I am _____ (Your Name), a student of class _____ (Class/Section), bearing roll number _____ . I wish to inform you that I have recently lost my _____ (mention item; e.g., ID card, notebook, water bottle) within the school premises on _____ (date).

I kindly request you to grant me permission to search for the item, and if found by any staff or student, please inform me at the earliest convenience. Details of the lost item are as follows:

- Item Name: _____
- Description: _____
- Date Lost: _____
- Place (if known): _____

I would be grateful for any assistance in recovering my lost item.
Thank you for your understanding.

Yours sincerely,

(Name & Signature)

(Class & Roll Number)

Important Notes:

- Clearly mention all details of the lost item for better assistance.
- Attach any supporting document or evidence if available (e.g., item receipt or photo).
- Follow the school's specific protocol for lost and found before submitting the letter.
- Provide accurate contact information for timely communication.
- Remain polite and concise in your request.