

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

To,

The [Authority/Department Name]

[Organization Name]

[Address Line 1]

[Address Line 2]

## Subject: Lost Item Requisition Letter

Respected Sir/Madam,

I am writing to inform you that I have lost my **[mention lost item]** on **[mention date]** at **[mention location or event]**. I have searched thoroughly, but have been unable to locate it.

Details of the lost item:

- **Item Name:** [Name of Item]
- **Identification Number/Details:** [Details, if any]
- **Date Lost:** [Date]
- **Location Lost:** [Location/Event]
- **Other Relevant Details:** [Any additional info]

I kindly request you to initiate the process for requisition/issuance of a replacement for the lost item at the earliest. I assure you that I will be more careful in the future and adhere to all necessary guidelines.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Designation/Class/Department if applicable]

[Contact Details]

### Important Notes:

- Include accurate and complete information to avoid delays.
- Attach any supporting documents if required (e.g., ID copy, previous receipts).
- Follow your organization's specific procedures for reporting lost items.
- Maintain a copy of the submitted letter for your records.