

[Company Name]

[Company Address]

[City, State, ZIP]

Date: [DD/MM/YYYY]

To:

[Recipient Name / Department]

[Recipient Designation]

[Company Name]

Subject: Lost Item Requisition Letter

Dear [Recipient Name / Sir/Madam],

I am writing to formally report the loss of the following company-issued item(s) and to request a replacement as soon as possible:

Details of Lost Item(s):

Item Name/Description: [e.g., Company ID Card, Laptop, Access Card, etc.]

Serial/Asset Number: [if available]

Date of Loss: [DD/MM/YYYY]

Location of Loss: [if known]

Circumstances: [Brief details of how the item was lost]

I have taken all necessary steps to locate the lost item(s) and have reported the incident to the responsible authorities as per the company policy. I understand the importance of company property and assure you that due diligence was undertaken to find the missing item(s).

Kindly initiate the process for issuing a replacement at the earliest convenience. Please advise on any further actions required from my end regarding this matter.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Designation/Department]

[Employee ID (if any)]

Important Notes:

- Ensure all details provided are accurate and truthful before submitting this request.
- Report the incident to your supervisor and relevant authorities as required by company policy.
- Attach any supporting documents (e.g., police report, previous correspondence) if applicable.
- Loss of certain items (like IT assets) may require additional steps or approvals.
- Retain a copy of this requisition letter for your own records.