

# MEMORANDUM

**To:** Finance Department

**From:** John Doe, Operations Manager

**Date:** June 24, 2024

**Subject:** Request for Refund After Loss of Equipment

I am writing to formally request a refund for the loss of equipment that occurred on June 15, 2024, at the Main Warehouse facility. The item in question, a Lenovo ThinkPad Laptop (Serial No. 123456789), was reported missing during the recent inventory check.

According to the company's asset management procedures, a police report has been filed (Report No. 2024-6789), and all necessary documentation is attached for your reference. Kindly initiate the refund process in accordance with our internal refund policy for asset loss.

Please let me know if any further documentation or clarification is required to process this request. Your prompt assistance in this matter will be highly appreciated.

Sincerely,

John Doe  
Operations Manager

## Important Notes

- Include all relevant documentation, such as police reports or internal incident reports.
- Ensure the request aligns with your organization's official refund/loss policy.
- Be concise and factual in describing the incident and the refund request.
- Always specify the item, serial number, and date of loss for traceability.
- Keep a copy of the memo and supporting documents for your records.