

[Date]

[Recipient Name]

[Recipient Title/Position]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

RE: Legal Letter of Loss Explanation

Dear [Recipient Name],

I am writing to formally explain the circumstances and details surrounding the loss of [describe lost item, e.g., "company-issued laptop", "important documents", etc.], which occurred on [date of loss] at [location of loss].

On the said date, [provide a clear, chronological, and factual account of the events leading up to the loss]. Despite undertaking all necessary precautions, the loss happened due to [briefly state the reason, e.g., theft, misplacement, accident, etc.]. After realizing the loss, immediate steps were taken which included [describe actions taken—e.g., searching the premises, notifying authorities, filing a report, etc.].

Attached are any supporting documents to substantiate this explanation, such as police reports or internal investigation records. Please let me know if further information is required.

I sincerely regret any inconvenience this may have caused and assure you that appropriate measures have been taken to prevent similar occurrences in the future.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Contact Information]

- This letter should be accurate, factual, and as detailed as possible.
- Include any supporting documentation (e.g., police report, incident record) if applicable.
- Do not admit liability unless advised by legal counsel.
- Keep a copy for your records and submit via appropriate, secure channels.
- If unsure, seek legal advice before submitting the explanation letter.