

Ref: [Reference Number]

Date: [DD/MM/YYYY]

To,

[Recipient Name/Organization]

[Address Line 1]

[Address Line 2]

[City, Zip Code]

Subject: Loss Notification Letter

Dear Sir/Madam,

We hereby inform you about the loss of the following item(s) pertaining to our organization:

Details of Loss:

Description of Item(s): [Item Name/Description]

Model/Serial Number: [Model/Serial Number]

Date of Loss: [DD/MM/YYYY]

Location of Loss: [Location]

Circumstances: [Brief description of how the loss occurred]

Kindly take this letter as our official notification of the above-mentioned loss. We are in the process of conducting a thorough investigation and have reported the incident to the concerned authorities. We request you to kindly take the necessary action as per company policy and procedures.

Please let us know if any further information or documentation is required from our side.

Thank you for your assistance and cooperation.

Sincerely,

[Your Name]

[Designation]

[Organization Name]

[Contact Information]

Important Notes:

- Ensure all details regarding the loss are accurate and factual.
- Attach any supporting documents (such as police reports or receipts) if available.
- Retain a copy of this letter for your records.
- This letter should be sent as soon as possible after the loss is discovered.
- Customize the template to fit the specific item and circumstances of the loss.