

Customer Lost Property Report

Customer Information

Full Name:

Contact Number:

Email Address:

Address:

Lost Property Details

Item Description:

Date Lost:

Location Lost:

Approximate Time:

Additional Details:

For Office Use Only

Report Number:

Date Reported:

Received By (Staff Name):

Remarks / Action Taken:

Important Notes

- Please provide accurate and detailed information about the lost property to assist in its recovery.
- This form does not guarantee the item will be found. All efforts will be made to locate and return property where possible.
- Keep a copy of this report for your records and reference your Report Number in any future correspondence.
- All found items will be held for a limited period according to the organization's policy.
- False or misleading information may result in rejection of the claim.