

# Concise Acknowledgement Document for Reported Asset Loss

Date: 2024-06-29  
Document Ref: AL-2024-067  
Reported By: Jane Doe  
Department: IT Asset Management

## Asset Details

Asset Type: Laptop Computer  
Asset ID/Serial No.: LAP1739483 / SN39847XZ  
Last Known Location: 5th Floor, Main Office  
Date of Loss: 2024-06-27  
Description: Asset missing after routine inventory check.

## Acknowledgement

We hereby acknowledge the receipt and registration of the reported asset loss noted above. The information provided will be used for further investigation and record-keeping. The relevant authorities have been notified and the appropriate procedures have been initiated based on internal policy.

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Reported By: Jane Doe  
Date: 2024-06-29

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Received By: Mark Smith  
Date: 2024-06-29

## Important Notes

- This document serves as acknowledgement of reported asset loss only; it is not proof of investigation outcome or liability.
- All asset loss reports should be made promptly and accurately with relevant supporting information.
- Retain this document for record and audit purposes as per your organization's policies.
- Subsequent actions (e.g., investigation, insurance claim) are managed separately from this acknowledgement.