

# Email Format for Acknowledging Reported Loss

**Date:** [Insert Date]

**To:** [Employee/Customer Name]

**Email:** [Recipient's Email Address]

**Subject:** Acknowledgment of Reported Loss - [Reference/Case Number]

Dear [Recipient's Name],

This is to acknowledge receipt of your report regarding the loss of [briefly describe the item/nature of loss, e.g., company property, personal belongings, document, etc.] dated [date of loss/report].

We have registered your report under our records and have initiated the necessary internal procedures to investigate and address the matter. Please be assured that your case is being reviewed, and we will keep you informed about any updates or actions taken.

If we require any additional information or documentation, we will contact you promptly. In the meantime, feel free to reach out if you have questions or wish to share further details.

Thank you for bringing this matter to our attention.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

**Important Notes:**

- Always acknowledge loss reports promptly and formally.
- Clearly state receipt of the report and case reference.
- Avoid making promises or admitting liability until the review is complete.
- Maintain a professional and empathetic tone.
- Keep a copy of all correspondence for record-keeping.