

## Report Letter for Lost Item

#### **Brianna Carter**

Security Manager Solas Corporation 820 Damian Street, San Rafael, CA 94901

Dear Ms. Carter,

I hope this email finds you well. I am reaching out to you to discuss a recently reported incident involving a lost mobile phone at our workplace.

As per our records, a report was submitted on November 1, 2050, stating that a mobile phone had gone missing at our premises. We kindly request your cooperation in aiding our investigation. Your assistance will greatly assist us in bringing this matter to a successful resolution.

Should you have any concerns or questions, please do not hesitate to reach out to me personally. You can contact me through the contact details provided below.

# **Sample Letter For Employee With Missing Documents**

**TD Snyder** 

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