

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

SJ Ball

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