Date:

Name of the recipient,

Name of the company,

**Subject: Missing item incident report**

Respected Sir,

I am writing this letter to register a report regarding my laptop that was lost from the workplace yesterday. I bring my laptop to the workplace as I have lots of office tasks that I perform from my laptop.

Yesterday, when I went outside for a meeting, my laptop went missing. When I came back, it was not there on my desk. I searched for it and asked other co-workers to help me find it. However, all efforts went up in smoke.

I have been so worried ever since I lost my laptop. My laptop is very expensive as I imported it from America. There is personal data in it including my family pictures that are making me more concerned. I never thought of losing my laptop. It is a humble request to you to please conduct a probe and see what the underlying reasons for this incident are. If you take strict actions this time, you will successfully avoid such things from happening again in the future.

I hope that I will get my laptop back. Therefore, I am looking forward to your response. Thank you so much for your anticipation

Regards,

Name of the employee

Signatures

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