Date:

Name of the recipient,

Name of the company,

**Subject: Missing item incident report**

Respected Sir,

This is an incident report that I am compelled to write because I found that a few files from my office are missing. These files were very important as all the records of the inventory of the company were recorded in those files. Just like other office belongings, I put my files on my office shelf.

However, when I tried to check one of those files today, I was surprised to learn that a few files are not there. I asked a few people who frequently visit the office about the files but they don’t know anything. The last time when I saw those files was 15th June 2030.

I am really worried about having those files lost as it is not easy to create all the records again. I don’t blame anyone but I want you to conduct an investigation and check CCTV footage so that it can be seen whether they have gone missing or someone has stolen them. In my view, these files are not useful for anyone in the company except me. I hope that you will take the necessary actions.

Regards,

Name of the employee

Signatures

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