Date:

Name of the recipient,

Name of the company,

**Subject: Missing cash incident report**

Respected Manager,

I am (mention your name), working in (mention the department name). My employee ID is (mention your id).

I am writing this letter to register a report about the lost cash that was in the locked drawer of my office. I am of the view that the cash was lost or stolen during the office break hours when I was in the cafeteria. My cash drawer is a safe place for cash and I always keep the cash in that drawer.

Last week, I kept my cash in the drawer after reaching the office according to the schedule. During break hours, I went to the cafeteria while my keys were with me. I did not check the drawer for the next few hours. When I needed money and I opened the cabin, I came to know that the cash was missing. There was no outsider in the office and I think that only people working in the company know where I keep my cash.

I am so surprised because I could never imagine that this could happen in my office. I believe that the cash was stolen from the drawer.

It is my humble request to you to please look into this matter so that we can find the real culprit. I want you to take serious action so that such incidents don’t take place again in the office.

I am so thankful to you for taking interest in my matter. I am looking forward to a kind response from you.

Regards,

Name of the employee

Signatures

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