Date:

Name of the recipient,

Name of the company,

**Subject: Missing cash incident report**

Respected Manager,

The purpose of writing this letter is to register a report regarding the cash that is missing from the company’s cash drawer. I came to know about this when I saw the daily cash report. There were some discrepancies in the report which clearly show that the cash is missing.

I believe that one of the staff members who are responsible for maintaining cash is not taking their job seriously. They either mishandled the cash or stole it. I would like to request you to please look into this matter or conduct a probe so that we can come to know the underlying reason for the cash discrepancies. Such an incident will not take place again if the people responsible for it are taken to task.

Thank you so much for your cooperation.

Regards,

Name of the employee

Signatures

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