Missing Item Notification

Date: [_____]

To: [_____]

From: [_____]

Department/Unit: [_____]

Subject: Missing Item Notification

Dear [_____],

This is to notify you that the following item(s) are missing:

Item Name/Description	Quantity	Serial/ID Number	Last Known Location	Date Last Seen
[_____]	[_____]	[_____]	[_____]	[_____]

Please investigate the matter and let us know if you have any information regarding the missing item(s).

Thank you.

Sincerely,

[_____]

Position: [_____]