

Provisional Apology Letter for Company Lost Item

Subject: Apology for Missing Company Property

Dear [Recipient Name],

We regret to inform you that [item description] assigned to you has been misplaced. This is a preliminary notice as we investigate the matter.

Our team is actively searching for the item, and we will update you with a final resolution as soon as possible. We apologize for the inconvenience and thank you for your understanding.

Sincerely,

[Your Company Name]

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