

**INVESTIGATION OF LOST OR STOLEN PROPERTY**  
**Sample Letter 1**

(DATE)

**PERSONAL AND CONFIDENTIAL**

(NAME OF EMPLOYEE)

(ADDRESS)

Dear \_\_\_\_\_:

This letter is to advise that I have concluded my investigation of lost, stolen or damaged property (identify). I have determined that you are not responsible for the lost, stolen or damaged property and no further action is required on your part. I will forward this information to Financial Services. Please note that Financial Services reserves the right in consultation with Risk Management to review and/or re-open any investigation by a supervisor for any monetary or property loss.

If you have questions or concerns, please feel free to contact me at (TELEPHONE NUMBER).

Sincerely,

(SUPERVISOR'S NAME)