

LOST & FOUND – Enquiry Response Letter

Dear (Salutation + Guest name),

Regretfully the item mentioned on your correspondence email / mail mentioned as being lost, has not been turned into our Lost and Found Department.

I have personally checked our Lost and Found log and the security locker.

(In case additional information is required about the lost item)

I have enclosed a request for additional information form and please provide the details.

The information you have given me now will be kept on our file. If your missing item should be turned in future, then we will inform you accordingly and also we will make necessary arrangement to courier you the same at the following address:

Mailing Address as per the hotel records:

Regretfully,
(Hotel Name)

Name
Executive Housekeeper

Annexure - Lost Item Inquiry form

First Name: _____ Last Name: _____

Room No : _____ Check -out: _____

Email : _____ Mobile No : _____

Item Lost: _____ Lost Where: _____

Additional Description: _____
