

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

The Officer In-Charge
Jharkhand Police Station
[Police Station Address]
[City, State, Zip Code]

Subject: Application for Reporting Lost Property

Dear Sir/Madam,

I am writing to formally report the loss of my property, which occurred on [date of loss] at [location of loss]. The details of the lost property are as follows:

- Description of Property: [e.g., mobile phone, wallet, etc.]
- Brand/Model: [e.g., Samsung Galaxy S21]
- Color: [e.g., Black]
- Serial Number/Identification Number: [if applicable]
- Approximate Value: [e.g., INR 20,000]

I have searched thoroughly for the item but have been unable to locate it. I kindly request your assistance in recording this loss and, if possible, in recovering the lost property.

I am willing to provide any further information or documents required to assist in this matter.

Thank you for your attention to this request.

Sincerely,

[Your Name]
[Signature (if sending a hard copy)]