

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

Dear [Recipient Name],

Subject: Lost Quality Management Systems Documentation

I hope this message finds you well. I am writing to inform you about an unfortunate incident regarding our quality management systems documentation.

On [date of loss], we discovered that our quality management systems documentation, which includes critical procedures and guidelines, was lost due to [brief explanation of the cause]. We understand the importance of these documents in maintaining compliance and ensuring operational excellence.

We are currently in the process of recovering the information and have initiated measures to prevent such occurrences in the future. We kindly request your assistance in providing any copies of relevant documentation that you may have, as this will greatly aid us in restoring our quality management systems promptly.

Thank you for your understanding and support in this matter. Please feel free to reach out to me directly at [your phone number] or [your email address] if you have any questions or need further information.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]