

[Your Name]
[Your Job Title]
[Employee ID Number]
[Date]

To: [Manager Name or Department Name]
[Company Name]

Subject: Notification of Lost Corporate Business Cards

Dear [Recipient Name],

I am writing to formally report that I have lost my corporate business cards. The loss occurred on [Date] at approximately [Time] in the vicinity of [Location/Area].

I have taken the following steps to locate the cards: [List any actions taken, e.g., contacted the venue, searched personal belongings]. Unfortunately, I have been unable to recover them.

I am reporting this incident in accordance with company policy to ensure that the company is aware of the potential unauthorized distribution of my professional contact information and the company logo.

I would like to request a replacement set of business cards. Please let me know the necessary steps to initiate a reorder or if there are any specific forms I need to complete.

Thank you for your assistance regarding this matter.

Sincerely,

[Your Signature]
[Your Printed Name]