To

[The Recipient]  
[Designation]

I am writing this letter to register a theft report of my laptop and mobile phone that was stolen last Monday from the office. I am of the view that this incident occurred during office break hours between 1:00 pm to 3:00 pm. Not only on the said day I kept my laptop and mobile in the drawer, but I always keep my things in it.

On Monday, before break hours I went to the cashier counter as part of my daily schedule. When I returned from there, I found both my laptop and mobile were not present in the drawer. No outsider was present at that time in the office. I have my suspicion of two or three people because they could easily access my drawer. Only Mr. Jackson and Meezo know where I keep my drawer keys.

Sir, all the official data and project plans were present in it. Moreover, my family pictures and some personal information were also in it. I have lost my all contacts. This letter is meant to request you about investigating this matter and bring the criminal on the screen. It is disappointing to find my colleagues involved in this. I cannot believe that such kind of incidents can occur in the company.

It is my humble request to you to please have a look at this matter and let all of us know the true criminal. I cannot afford to buy a new laptop and mobile phone with my existing salary. This incident can happen with anyone in the office next time if something not seriously taken in this regard.

I would be highly obliged to you to have a keen interest in my report. It would be a great favor for me. Kindly let me know if you want to ask anything further in this regard.

Regards,

Jonathan