**To**

**[The Recipient Details]**

**Re. Reporting Loss of a File from the Office Computer**

Dear Manager,

I am writing to inform you about the loss of an important file. The file has all the important data compiled and organized by our team of content heads and marketing assistants. The data and file are related to the construction project of [name the client company]. We are looking forward to a meeting with them tomorrow where the file shall be discussed and reviewed by their team.

I stored the file in three sections to avoid any trouble in the future. The file was also stored in a USB flash which was connected to the computer. The computer flashed a light and turned off suddenly. After that, the computer could not be turned on by the IT professionals. According to the IT department employees, they suspect that the computer cache has been burned and busted. Due to the electric shock within the system, it also erased all the data in the USB flash connected to the computer.

I have asked all the teammates to restore the file. They trying to restore but till now no progress has been made. I request you inform the clients and ask them for an extension. We should also extend the date of the meeting so that the file could be restored or another file with all the relevant data could be organized.

I shall be very grateful to you for this favor.

Thanks.

[name]  
[office]  
[Company]