

# Explanation Incident Report Letter for Lost Item

---

John Williams  
Office Administrator  
XYZ Corporation  
789 Office Tower  
Chicago, IL 60601  
October 16, 2024

Rachel Turner  
Security Manager  
XYZ Corporation

Subject: Incident Report for Lost Company Laptop on October 14, 2024

Dear Ms. Turner,

I am writing to formally report the loss of a company-issued laptop that occurred on October 14, 2024, at approximately 5:30 PM. The laptop, assigned to Sarah Johnson, was last seen in Conference Room C after a meeting ended at 4:30 PM.

After the meeting, Sarah Johnson left the laptop on the table while attending another meeting. Upon returning at 5:30 PM, she discovered that the laptop was missing. She immediately notified me of the loss, and I initiated a search of the room and surrounding areas, but we were unable to locate the laptop.

The missing laptop is a Dell XPS 13 with the company asset tag #XYZ12345. It contains important company documents, but all files are encrypted and password-protected. Sarah Johnson confirmed that no confidential information was stored locally on the device.

We interviewed two employees who were in the conference room shortly after the meeting:

- Mark Spencer, IT Technician
- Emily Wright, Sales Manager

To address this issue, I recommend the following actions:

- Review the CCTV footage of Conference Room C and the hallway for any suspicious activity.
- Issue a memo to all employees reminding them to safeguard company property and secure their items at all times.
- Consider enhanced security protocols for high-traffic areas.

Please let me know if you require further details or assistance in investigating this matter.

Sincerely,

John Williams

Office Administrator

