

&lt;&lt;DATE&gt;&gt;

To whom this may concern,

Mrs. <<GUESTNAME>>, who was a guest in our hotel from 05/06/17 till 19/06/17, came to the Front Desk on 18/06/17 and reported that the following item went missing:

- Gold chain with pearl and diamond pendant

Due to lack in time, no visit could be made to the local police station which is at a 2 hour drive from the hotel.

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*For insurance purpose only*

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*Director Operations*