

# Letter on Information about the loss of suitcase

*12, Kasturi Bai Street*

*Chennai-20*

*4th March, 20xx*

*The Station Master*

*Anand*

*Subject: Information about the loss of suitcase*

*Sir,*

*I had a chance of traveling from Chennai to Anand by Navjivan Express yesterday. My seat No. was 34 in the reservation compartment No. 11.*

*I was enjoying a comfortable journey but felt sleepy a short while before reaching my destination. I alighted at Anand Station and took stock of my luggage when the train had left. I noticed that my suitcase was missing. It contained a few documents and a considerable amount of cash.*

*Kindly inform me if you happen to get any clue about the suitcase. The chit on the suitcase bears my name and address.*

*Thanking you*

*Priya/Prasad*