

# Goods Lost Incident Report

**Date of Report:** [Insert Date]

**Time of Report:** [Insert Time]

## Reporter Details

- **Name:** [Full Name of the Reporter]
- **Contact Information:** [Phone Number, Email Address]
- **Address:** [Full Address]

## Details of Lost Goods

- **Item Description:** [Provide a detailed description of the lost goods, including type, quantity, brand, and unique identifying features.]
- **Estimated Value:** [Approximate monetary value of the goods.]
- **Date and Time Lost:** [Provide the date and time when the goods were last seen or used.]
- **Location Lost:** [Specify where the goods were last seen or believed to have been lost.]

## Circumstances Leading to Loss

[Provide a detailed explanation of the events leading to the loss of the goods, including any suspicious activity observed.]

## Actions Taken

- **Search Conducted:** [Yes/No]
  - **Details:** [Specify the areas and methods searched.]
- **Reported to Authorities:** [Yes/No]
  - **Agency Name:** [Name of the agency (if applicable)]

- **Report Number:** [Reference number, if available]

### **Declaration**

I hereby declare that the information provided above is true and accurate to the best of my knowledge.

**Signature:** [Your Signature]

**Date:** [Insert Date]