

Office Leaseholder Theft Loss Notice

1. Leaseholder Information

Full Name

Company/Organization

Office Address

Contact Number

Email Address

2. Incident Details

Date of Theft

Time of Theft

Location within Office Premises

Brief Description of the Incident

Items Stolen (List and describe each item)

Estimated Value of Loss

3. Additional Information

Any witnesses? If yes, provide details

Police Report Filed? (Yes/No and Report Number if available)

Other Relevant Information

4. Declaration

Name of Person Submitting Notice

Date

Signature (type your name)