

U.S. DEPARTMENT OF ENERGY

LETTER REPORTING THEFT OF PROPERTY
ON NON-GSA SITE

(Building)

(Street)

(City, State)

(Date)

Special Agent in Charge
Federal Bureau of Investigations

(Street)

(City, State)

Dear Sir:

This is to advise your office of the theft of the following item(s) from an office of the Dept. of Energy located at _____, sometime between _____ and _____ 19 _____.

(Item description, manufacturer, serial number, unit price)

The local police have been notified and a report has been filed.

Sincerely yours,

(Signature)

(Name)

(Title)