Dear Madam or Sir:

I am writing to ask you for helping find my papers. These papers should be left in your hotel when I left the meeting room. I remembered I sat on the right side at the third row in the room. They were put in a yellow envelope and could be left on the table on the stage after I gave a speech.

Please make your best effort to look for them. These are very important for me and my company because some of them are confidential files. I can’t image what would happen if they are lost.

I hope you can find them on the seat. Maybe a waiter found it when he was cleaning the room and gave them to the reception desk. Could you ask them first? Is there any camera in the meeting room? Perhaps you can watch the CCTV and find who had taken my papers. Please make your best effort. I am sure you can find them. Tell me as soon as possible if you find them.

Thank you so much!

Best regards.

Tom