

9/26 2012
 Dear Mr. [Name]
 I am writing to you regarding the missing diary of my father, Mr. [Name].
 The diary was last seen on [Date] at [Location]. It is a [Description of diary].
 I have a strong suspicion that it was taken by [Name]. I would be very grateful if you could help me in recovering it.
 Please let me know if you have any information regarding this matter.
 Thank you for your time and assistance.
 Sincerely,
 [Name]

Dear Mr. [Name]
 M-8509935067

Yours faithfully
 RAJUSHAH
 (Signature)
 M-9046432482