## Loss of Cabinet document template

<Insert date>

The Cabinet Secretary

Cabinet Secretariat

Level 40,

1 William Street

BRISBANE QLD 4000

Dear *insert name*

An audit of Cabinet documents issued to *name of Department or Minister* has highlighted the loss of the following Cabinet document:

|  |  |  |  |
| --- | --- | --- | --- |
| **Document Type** | **Date** | **Document Number** | **Title** |
| (Submission, Decision, etc.) | (Cabinet Date) | (Submission, Decision Number) | (Title of Document) |

The matter has been investigated and an extensive search has failed to locate the document.

All appropriate and necessary actions have been taken in respect of this matter.

Please amend the Cabinet records with regards to the loss of the above document.

*insert signature of Chief Executive Officer insert name of Chief Executive Officer*