**Notice Sample**

ABC SCHOOL, Lahore,  
**NOTICE,**

18th February, 20XX

Lost the book!

It is to inform all students that I’ve lost my Oxford Maths book that was issued to me by the school library. The book has a library stamp. Additionally, it is red in color. So, please if someone finds it give it to the library reception desk. Thank you.

Signature,  
Ali,  
VIII ‘A.’