

Letter of Acknowledgment for Lost Property

Date: [Insert Date]

[Landlord's Name]
[Landlord's Address]
[City, State, Zip Code]

[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

Dear [Tenant's Name],

This letter serves to acknowledge the receipt of your notification regarding the lost property you reported on [Insert Date]. We understand how important it is to retrieve your belongings, and we appreciate you bringing this matter to our attention.

Please provide us with a detailed description of the lost items, including any identifying features, so that we can assist in the recovery process.

We will make every effort to locate your property and will notify you of any developments as soon as possible.

Thank you for your cooperation.

Sincerely,

[Landlord's Signature]
[Landlord's Printed Name]
[Contact Information]