

Lost Property Report

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Landlord/Property Manager's Name],

I am writing to formally report the loss of property that occurred on [insert date of loss] at [property address]. I believe the following item(s) may have been misplaced or left behind:

- [Description of lost item 1: e.g., brand, color, any identifiable features]
- [Description of lost item 2: e.g., brand, color, any identifiable features]
- [Description of lost item 3: e.g., brand, color, any identifiable features]

If you happen to find these items or have any information regarding their whereabouts, please contact me at your earliest convenience. Thank you for your attention to this matter.

Sincerely,

[Your Name]