

Property Loss Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I am writing to formally notify you of a property loss that occurred in my rental unit [insert unit number or address] on [insert date of loss]. The incident involved [provide brief description of the incident, e.g., water damage, theft, etc.].

The following items were affected or lost due to this incident:

- [Item 1]
- [Item 2]
- [Item 3]

I have taken the necessary steps to document the incident, including photographs and a police report (if applicable). I kindly request your cooperation in addressing this matter expeditiously.

If you need any further information or documentation from my side, please feel free to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]