

Lost Property Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Landlord/Property Manager's Name]

[Property Management Company]

[Company Address]

[City, State, Zip Code]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to inquire about the possibility of lost property within the rental property located at [Rental Property Address]. During my recent stay, I believe I may have misplaced an item and would appreciate your assistance in recovering it.

The item in question is [describe the item, including any distinguishing features]. I last remember having it on [insert date], and I believe it may have been left in the [specify location, e.g., the living room, kitchen, etc.].

If you or your staff have come across this item, please let me know. I would be happy to make arrangements to pick it up or provide any other necessary information.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]