

Notice of Outdoor Furniture Removal

Date: [Insert Date]

To: [Landlord's Name]

From: [Your Name]

Address: [Your Address]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally notify you of my intention to remove the outdoor furniture currently located at [Specify Location]. This will take place on or before [Insert Removal Date].

The decision to remove the furniture is due to [brief reason if necessary]. I want to ensure that this process is conducted smoothly and with minimal disruption.

Please let me know if there are any specific procedures you would like me to follow during this process.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]