

Letter of Appeal for Found Property Assistance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Department/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request assistance in the recovery of property I believe was found on [insert date] at [insert location]. The item in question is [describe the item in detail, including any identifying features].

I would greatly appreciate any help you can provide in locating the property or any information that might lead to its recovery. If necessary, I am willing to provide further details or documentation regarding ownership.

Thank you for your time and assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]