

Reminder: Submission of Found Items

Dear [Recipient's Name],

This is a friendly reminder regarding the found items that you have collected. We kindly ask you to submit these items to the designated lost and found department at your earliest convenience.

Your cooperation in ensuring these items are returned to their rightful owners is greatly appreciated. If you have any questions or need assistance, please feel free to reach out.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Organization]
[Contact Information]