

Notice for Lost Items

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. We would like to bring to your attention that several items have been reported as lost within the rental property located at [Property Address]. We kindly request your assistance in locating these items.

The following items have been reported missing:

- [Description of Item 1]
- [Description of Item 2]
- [Description of Item 3]

If you have seen any of these items or have any information regarding their whereabouts, please contact us as soon as possible. It is important to resolve this matter promptly to ensure the safety and security of all residents.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]