

Property Loss Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I am writing to officially notify you about a loss of property that occurred on [insert date of loss] at the rental unit located at [insert rental address].

The items that were lost or damaged include:

- [Description of lost/damaged item #1]
- [Description of lost/damaged item #2]
- [Description of lost/damaged item #3]

Details surrounding the incident are as follows:

[Include details of how the loss/damage occurred]

Please let me know if you require any further information or if there are steps I need to follow in regards to this situation. I appreciate your attention to this matter.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]