

Lost and Found Notice

Dear Residents,

We hope this message finds you well. As part of our ongoing efforts to foster a community spirit and assist our residents, we have established a Lost and Found section in our rental community.

Lost and Found Procedures

If you have lost an item, please follow these steps:

- Check the common areas and community facility.
- Submit a detailed description of the lost item to the management office.
- Visit the Lost and Found section during office hours to see if your item has been turned in.

Found Items

If you find an item, please bring it to the management office or contact us at **management@rentalcommunity.com**.

If you have any questions or need further assistance, do not hesitate to reach out to us.

Thank you for your cooperation!

Sincerely,

The Management Team

Rental Community Name

Phone: (123) 456-7890

Email: management@rentalcommunity.com