

Lost Property Alert

Date: [Insert Date]

Dear [Tenant's Name],

This letter serves as a notification that some property belonging to you has been found in the premises of [Property Address].

The item(s) found include:

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

If these items belong to you, please contact us at your earliest convenience to arrange for their retrieval.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Contact Information]