

Bailment Contract Ending Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you that our bailment contract dated [insert contract date] for the safekeeping of [description of the item(s)] will be concluding on [insert end date].

As per the terms of our agreement, we kindly request that you arrange for the retrieval of the items by this date. Should you have any questions or require further assistance in this matter, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Contact Information]