

Conference Property Retrieval Information

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]

Dear [Recipient's Name],

I hope this message finds you well. We are reaching out to provide you with information regarding the retrieval of property used during the [Conference Name] held on [Date of Conference].

Please find below the details for retrieving your property:

- **Property Description:** [Description of the property]
- **Pickup Location:** [Location details]
- **Pickup Dates:** [Date range for retrieval]
- **Contact Person:** [Name and contact details]

We kindly ask that you arrange for the retrieval of your property by the given dates. Should you have any questions or need further assistance, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]