

Notification of Mail Theft Incident

Date: [Insert Date]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to inform you about a concerning incident regarding mail theft that has occurred at [Insert Address/Unit Number].

On [Insert Date of Incident], I discovered that [briefly describe what happened; e.g., "some of my mail items were missing from the mailbox"]. I believe this incident may be part of a larger issue affecting other residents as well.

I have already reported the matter to [insert relevant authorities, e.g., local police department or postal service] and would like to request your assistance in increasing the security measures around our building's mail area to prevent future incidents.

Thank you for your attention to this matter. I appreciate your prompt response and support.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Apartment Number]