

# Personal Property Allocation Letter

Date: [Insert Date]

From:

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

## **Subject: Allocation of Personal Property**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally allocate the following personal property to you as per our agreement:

- [Item Description 1] - [Value/Condition]
- [Item Description 2] - [Value/Condition]
- [Item Description 3] - [Value/Condition]

The allocation will take effect on [Effective Date]. Please acknowledge receipt of this letter and confirm your acceptance of this personal property allocation by signing below.

Thank you for your cooperation.

Sincerely,

[Your Name]

-----

Recipient's Acknowledgment:

I, [Recipient's Name], hereby acknowledge the allocation of the above-mentioned personal property.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_