

Found Property Inquiry

Date: [Insert Date]

To Whom It May Concern,

I am writing to inquire about the property I found on [insert location] on [insert date]. The details of the found property are as follows:

- Description of the item: [insert description]
- Color: [insert color]
- Brand/Make: [insert brand/make]
- Identifying features: [insert any distinguishing marks]

If this item has been reported lost, please let me know the recovery process and any necessary documentation I need to provide for the return.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]