

Request for Unreturned Property

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

I hope this message finds you well. I am writing to follow up regarding the return of the rented items associated with your lease at [Property Address], which were due for return on [Return Due Date]. As of today, I have not yet received the following items:

- [Item 1]
- [Item 2]
- [Item 3]

I kindly request that you return the listed items at your earliest convenience. If you have already returned them or made arrangements to do so, please disregard this notice, but do let me know to update our records.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position/Relationship to Tenant]

[Your Contact Information]