

[Company Name]
[Warehouse Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Notice of Expiring Warehouse Receipt - [Receipt Number]

Dear [Customer Contact Name],

This letter is to formally notify you that Warehouse Receipt #[Number], issued on [Issue Date], is scheduled to expire on **[Expiration Date]**.

According to our records, the following items remain in storage under this receipt:

- [Item Description 1] - [Quantity]
- [Item Description 2] - [Quantity]

To avoid potential service interruptions, additional storage fees, or the processing of abandoned goods, please choose one of the following actions before the expiration date:

1. **Renewal:** Contact our office to extend the storage agreement and update the receipt.
2. **Removal:** Schedule a pickup or delivery of the goods. All outstanding storage fees must be paid prior to release.

If we do not hear from you by [Deadline Date], the goods will be subject to [mention specific policy, e.g., month-to-month overage rates or lien procedures].

Please contact us at [Phone Number] or [Email Address] to confirm your intentions for these items.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Company Name]