

DATE: [Current Date]

TO: [Tenant Name]

ADDRESS: [Tenant Forwarding Address or Last Known Address]

RE: NOTICE OF REMAINING PERSONAL PROPERTY

Dear [Tenant Name],

Our records indicate that you have vacated the premises located at [Rental Property Address] as of [Move-out Date].

Upon inspection of the unit, it was noted that several items of personal property remain on the premises. Pursuant to the terms of your lease agreement and local regulations, this letter serves as formal notice regarding these items.

Please be advised that you have until [Date - e.g., 14 days from today] to contact management and arrange for the removal of these belongings. If the items are not claimed and removed by this date, they will be considered abandoned.

ANY REMAINING PERSONAL BELONGINGS WILL BE PROCESSED ACCORDING TO STATE LAW.

Depending on applicable statutes, this may include the private sale, public auction, donation, or disposal of the items. You may be held responsible for costs associated with the storage and removal of said property.

Please contact [Contact Name] at [Phone Number] or [Email Address] immediately to schedule a time to retrieve your property.

Sincerely,

[Your Name/Company Name]

[Title]

[Phone Number]