

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

[Recipient Name]
[Property Address]
[City, State, Zip Code]

RE: Notice of Expired Staging Agreement and Inventory Retrieval

Dear [Recipient Name],

This letter serves as a formal notification that the staging agreement for the property located at [Property Address] expired on [Expiration Date].

According to our records, the following inventory remains on-site:

- [Item 1]
- [Item 2]
- [Item 3]
- [List additional items as needed]

We have scheduled the retrieval of these items for [Date] between the hours of [Start Time] and [End Time]. Please ensure that our team has access to the property at this time.

If this time is not convenient, please contact us immediately at [Phone Number] or [Email Address] to reschedule. Please note that per our agreement, failure to provide access or move the inventory by [Final Deadline Date] may result in additional daily rental fees or storage charges.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]