

## NOTICE OF INTENT TO DISPOSE OF ABANDONED PROPERTY

Date: [Insert Date]

To: [Name of Former Tenant/Owner]

Address: [Last Known Address]

City, State, Zip: [City, State, Zip]

Re: Property left at [Insert Property Address]

Dear [Insert Name],

Our records indicate that you have vacated the premises located at [Insert Property Address] as of [Insert Move-out Date]. However, the following personal property remains on the premises:

[List items or provide a general description, e.g., furniture, clothing, boxes]

Please be advised that these items are considered abandoned. You are hereby notified that you must claim these items and remove them from the property by [Insert Deadline Date, e.g., 14 days from the date of this letter].

To retrieve your property, please contact [Insert Contact Name] at [Insert Phone Number] to arrange a time for pickup. Please note that you may be responsible for reasonable storage costs incurred during this period.

If the property is not removed by the date specified above, I will dispose of the property in accordance with state and local laws. This may include selling the property at a public or private sale, donating it to charity, or destroying it.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]

[Your Phone Number]