

**Date:** [Date]

**To:** [Tenant Name]

**Address:** [Tenant Forwarding Address or Last Known Address]

**RE: NOTICE OF LEASE TERMINATION AND ABANDONED PROPERTY**

Dear [Tenant Name],

This letter serves as formal notice that your lease agreement for the property located at **[Property Address]** is hereby terminated effective **[Termination Date]**.

Our records indicate that you have vacated the premises; however, the following personal property remains on-site:

- [Description of Item 1]
- [Description of Item 2]
- [Description of Item 3]

Under local and state laws, you are hereby notified that you have until **[Deadline Date, e.g., 14 days from notice]** to remove these items from the property. Please contact **[Landlord/Manager Name]** at **[Phone Number]** to schedule a time to retrieve your belongings.

If you fail to claim and remove the property by the date specified above, the property will be deemed abandoned. At that time, the Landlord may exercise the right to:

- Dispose of the items in the trash;
- Donate the items to a charitable organization; or
- Sell the items at a public or private sale to offset storage costs or unpaid rent.

Please note that you may be held responsible for any costs associated with the moving, storage, or disposal of these items.

Sincerely,

[Signature]

[Printed Name]

[Landlord/Company Name]

[Phone Number]