

«today»

«full_name»
«address_line1»
«address_line2»
«address_line3»
«city», «state» «zip»

Dear «full_name»:

On _____, we obtained possession of the apartment you occupied at «community». Personal belongings were left in the apartment. This is to notify you that in accordance with «community_state» **State law** your belongings will be placed in storage for a period of 28 days. If you do not make arrangements by _____ (28 days from possession of your apartment) to collect your things, we will have the authority to dispose of them.

If you have no intentions of returning to the apartment to claim your possessions, it would be appreciated if you would contact us immediately by mailing to us a written statement giving «mgmt_company» permission to dispose of your items before the 28 days.

Or

On _____, we obtained possession of the apartment you occupied at «community». Personal belongings were left in the apartment. This is to notify you that in accordance with «community_state» **State law** your belongings will be placed in storage for a period of 60 days. If you do not make arrangements by _____ (_____ days from possession of your apartment) to collect your things, we will have the authority to dispose of them and to charge you for the storage of said items and for any other related expense.

If you have no intentions of returning to the apartment to claim the possessions left behind, it would be appreciated if you would contact us immediately by mailing to us a written statement giving «mgmt_company» permission to dispose of your items before the 60 days is up.

If you have any questions, please contact me.

Sincerely,

«rental_agent»