Guest Notification: Found Property

Date: _____

Guest Name: _____

Room Number: _____

Property Description: _____

Date Found: _____

Location Found: _____

Collected By: _____

Dear Guest,

We would like to inform you that a property matching the above description has been found in our premises.

Kindly contact the front office or the lost and found department for further assistance regarding your property.

Notified By: _____

Guest Signature: _____