

Guest Communication Letter: Lost Belongings

Date: _____

Guest Name: _____

Room Number: _____

Dear [Guest Name],

We would like to inform you that the following item(s) were found after your departure from our property:

Item Description(s):

Please let us know how you would like to proceed regarding the retrieval or return of your belongings. We can assist you with holding your items for collection or arranging shipment to your preferred address.

Kindly contact us at your earliest convenience to coordinate the next steps. Your satisfaction is our top priority, and we are here to assist you in any way possible.

Best regards,

[Hotel/Property Name] Team

Contact: _____

Email: _____