

Unclaimed Items Notification

Hotel Name: _____

Address: _____

Contact Number: _____

Date: _____

Guest Name: _____

Room Number: _____

Check-out Date: _____

Dear Valued Guest,

We would like to inform you that the following item(s) were found unclaimed in your room after your departure:

- _____
- _____
- _____

Kindly contact us within _____ days to arrange for collection or shipment of your item(s). After this period, unclaimed items may be disposed of in accordance with our hotel's policy.

If you have any questions or need further assistance, please feel free to contact us.

Sincerely,

Front Office / Lost & Found Department