

**[Hotel Name]**

[Hotel Address]

[City, State ZIP Code]

[Phone Number]

Date: \_\_\_\_\_

To,

[Guest Name]

[Guest Address]

[City, State ZIP Code]

Dear [Guest Name],

We hope this message finds you well. We are writing to inform you that an item has been found in your room following your recent stay with us.

**Item Description:** \_\_\_\_\_

**Date Found:** \_\_\_\_\_

Kindly let us know how you would like to proceed with your recovered item. We will be happy to assist you with pick-up arrangements or shipping options.

Please feel free to contact us at [Hotel Phone Number] or reply to this letter for any further assistance.

Thank you for staying with us. We look forward to welcoming you again in the future.

Sincerely,

\_\_\_\_\_  
[Your Name]

[Position/Title]

[Hotel Name]