**[Landlords Name &**

**Address & Telephone]**

**Saturday, 27 April 2024**

**[All tenants' names or a separate letter for each]**

**[Tenant's address]**

Dear **[All tenants' names]**

Re: **[Address of property]**

**Disposal of property / Items**

As you know, the eviction occurred on the (date) at (time).

The eviction process has taken a long time; hence, you have had ample time to remove all your items from (address of the property).

I / We hereby request that you arrange to remove all your items from the property within 7 days. Please contact me/us so we can agree on a mutually agreeable date and time to allow you access to the property so you can remove your items.

If I/we do not hear from you within 7 days, this will indicate that you do not require the items and that they can be removed and disposed of.

To avoid doubt, we will not contact you again, and the items will be removed and disposed after (date).

Yours faithfully

(Landlord/Agent)

