

Date:

To,  
The Manager,  
Hotel Name  
Hotel Address

Subject: Authorization for Return of Lost Item

Dear Sir/Madam,

I, Guest Name, who stayed at your hotel from Check-in Date to Check-out Date, in room number Room Number, hereby authorize and request the return of my lost item described as follows:

Item Description:  
Date Lost/Found:

The item may be returned to:  
Name:  
Address:  
Contact Number:

If any additional information or documents are required, please feel free to contact me at Email/Phone.

Thank you for your assistance.

Sincerely,

Signature  
Printed Name