Sample: Removal of Objects Letter

(Tenant/Company Letterhead)

Date _____

Real Estate Manager
CB Richard Ellis
501 7th Avenue, Suite 210A
New York, NY 10018

Dear _____:

Please allow bearer (or list name) to remove the following objects from our offices, located on the 20th floor. The items are:

1) One (1) Toshiba 14" Color Monitor, Serial # 1234, etc.
2) One (1) 3' x 3' box with personal effects, etc.

If there are any questions please feel free to contact me at the above number, or (PLEASE LIST A TELEPHONE NUMBER FOR WEEKEND OR AFTER HOURS REMOVAL).

Thank you for your kind cooperation.

Sincerely,

(AUTHORIZED SIGNATURE)