

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that I left some belongings at [specific location, e.g., your house, our last meeting spot] on [specific date]. The items include:

1. [Description of item 1, e.g., blue backpack]
2. [Description of item 2, e.g., a pair of shoes]
3. [Description of item 3, e.g., a book titled "The Great Gatsby"]

I would greatly appreciate it if you could let me know if you have seen them or if they are still there. If so, I would be happy to arrange a time to pick them up or discuss another way to retrieve them.

Thank you for your help in this matter. I look forward to hearing from you soon.

Best regards,

[Your Name]