

Notice of Non-Use

Date:

To:

Address:

Subject: Notice of Non-Use

Dear ,

This is to formally notify you that the following property/item has not been used during the specified period:

Description:	<input type="text"/>
Serial/ID Number:	<input type="text"/>
Period of Non-Use:	<input type="text"/>

Please let this letter serve as documentation of non-use for your records. Should you require further information, please feel free to contact us.

Sincerely,