Texas Police Department  
Property & Evidence Division  
[Department Address]  
[City, TX ZIP Code]  
Phone: [Department Phone Number]

**Date:**

Incident #:

Recipient Name  
Recipient Address

Dear [Mr./Ms.] [Last Name],  
  
This letter serves as official notification that the Texas Police Department currently holds the following property that may belong to you:  
  
DESCRIPTION ITEM#  
[Item Description 1] [Item Number 1]  
  
You must call [Department Phone Number] to schedule an appointment for the release of your property. Property is released by appointment only, Monday through Thursday, 8:00 a.m. to 5:00 p.m., excluding city holidays.  
  
Please bring this notice and a valid government-issued photo ID to your scheduled appointment.  
  
If the property is not claimed within 90 days from the date of this notice, it will be disposed of in accordance with Texas Code of Criminal Procedure, Article 18.17.  
  
If you wish to authorize another person to claim this property on your behalf, you must provide a notarized statement granting them permission to act for you. The statement must include the individual’s name and a list of specific items they are authorized to collect. That person must also present a government-issued photo ID at the time of pick-up.  
  
THIS IS THE ONLY NOTIFICATION YOU WILL RECEIVE.  
  
If you have any questions, please contact me at [Phone Number] or [Email Address].  
  
Sincerely,  
  
[Name]  
Property/Evidence Technician  
Texas Police Department