

NOTIFICATION OF EXCESS PROPERTY

Name
Address

Date: MM/DD/YYYY

To whom it may concern;

This letter is to serve notice you have excess property in storage at the _____
Correctional Center.

You have ninety (90) calendar days from the date of this letter to make arrangements with the facility for the shipping (at your expense), pick-up or disposal of the property.

If no response is received by MM/DD/YYYY the property shall be disposed of pursuant to Department policy 811.05 Prisoner Personal Property section (M).

Facility Contact Information:

Facility: _____

Address: _____

Telephone Number: _____

Point of Contact: _____

Instructions for Use: Cut and paste the above text onto State of Alaska letter head and edit as appropriate.