

*(Date)*

MEMORANDUM FOR        *(Property Custodian Name)*  
Property Custodian  
*(Property Custodian Office Name)*

FROM:                    *(Bureau Property Management Officer Name)*  
*(Bureau) Property Management Officer*  
*(Bureau Property Management Officer Office Name)*

SUBJECT:                Property Custodian Appointment Letter

Effective *(date)*, you are appointed as the Property Custodian for the custodial area  
*(custodial area name)*

Duties are outlined in the Department of Commerce Personal Property Management  
Manual, October 2007 and the *(Bureau Specific Property Management Manual Name)*

If you have any questions, please contact *(Bureau Property Management Officer Name)*  
at XXX-XXX-XXXX.

cc: Individual's File  
Property Management File