

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Date: [Insert Date]

To: [Debtor Name]
[Debtor Address]
[City, State, Zip Code]

RE: FORMAL DEMAND FOR SURRENDER OF EQUIPMENT COLLATERAL

Dear [Debtor Name],

This letter serves as a formal demand for the immediate surrender of the equipment described below, which serves as collateral for the loan/security agreement dated [Date of Agreement] between [Lender Name] ("Lender") and [Debtor Name] ("Debtor").

As of [Date of Default], you are in default of your obligations under the aforementioned agreement due to [Reason for Default, e.g., non-payment]. Under the terms of the Security Agreement and pursuant to the Uniform Commercial Code (UCC), the Lender is now entitled to immediate possession of the following equipment:

- Equipment Description: [Make/Model]
- Serial Number: [Insert Serial Number]
- Asset Tag/ID: [Insert ID if applicable]

You are hereby instructed to make the equipment available for pickup or deliver it to the following location no later than [Time] on [Date]:

[Delivery/Pickup Address]
[Contact Person Name]
[Phone Number]

Please ensure that all manuals, keys, attachments, and related software are included with the equipment. The equipment must be surrendered in good working condition, subject to normal wear and tear.

Failure to comply with this demand by the deadline stated above will leave the Lender with no choice but to pursue all available legal remedies. This may include initiating a judicial action for replevin to seize the collateral, seeking a judgment for the full outstanding balance, and recovering all costs of collection, including reasonable attorney fees and court costs.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]

[Your Phone Number]