

[Sender Name/Company Name]
[Sender Address]
[City, State, Zip Code]
[Phone Number]
[Date]

VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

[Recipient Name/Business Name]
[Recipient Address]
[City, State, Zip Code]

RE: FORMAL DEMAND FOR RETURN OF EQUIPMENT - [Account/Contract Number]

Dear [Recipient Name],

This letter serves as a formal demand for the immediate return of the equipment listed below, currently in your possession. This demand is issued due to your default under the terms of the [Lease/Security/Finance] Agreement dated [Original Agreement Date].

Specifically, you have defaulted on your obligations by [State Reason, e.g., failure to make scheduled payments/failure to maintain insurance]. As a result of this default, [Sender Name] has exercised its right to accelerate the debt and terminate your right to possession of the following equipment:

- [Item Description 1] - Serial Number: [Number]
- [Item Description 2] - Serial Number: [Number]
- [Item Description 3] - Serial Number: [Number]

Demand is hereby made that you surrender the equipment to [Sender Name] no later than [Time] on [Date]. You are required to make the equipment available for pickup at [Address where equipment is located] or deliver the equipment to [Return Location Address].

Failure to comply with this demand by the aforementioned date will result in [Sender Name] initiating a legal action for Replevin (Claim and Delivery) to obtain a court order for the immediate seizure of the property. Please be advised that such legal action may also seek to recover:

- The full outstanding balance of the contract;
- Damages for the detention of the equipment;
- Attorney fees and court costs;
- Any deficiency resulting from the sale of the equipment.

Govern yourself accordingly. To avoid further legal proceedings, please contact [Contact Person Name] at [Phone Number] immediately to coordinate the return of the property.

Sincerely,

[Signature]

[Printed Name]

[Title]