

[Your Name/Entity Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Date]

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

RE: Formal Demand for Accounting and Assignment of Leases - [Property Address/Description]

Dear [Recipient Name],

This letter serves as a formal demand regarding the property located at [Property Address] (the "Property"). Pursuant to the terms of the [Title of Agreement, e.g., Purchase Agreement or Deed of Trust] dated [Date], you are hereby required to provide a full accounting and complete the assignment of all current leases associated with the Property.

Specifically, you are requested to provide the following within [Number] business days:

- A certified accounting of all rent payments, security deposits, and prepaid expenses currently held.
- A detailed ledger showing any outstanding balances or arrears for each tenant.
- Executed Assignment and Assumption of Lease agreements for all active tenancies.
- Original copies of all current lease agreements and addenda.

Failure to provide these documents and the required accounting by [Deadline Date] may result in further legal action to protect our interests and enforce the terms of our agreement.

Please deliver the requested materials to [Delivery Address/Email].

Sincerely,

[Your Signature]

[Your Printed Name]