

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

[Date]

[Recipient Name]
[Recipient Title/Role]
[Recipient Address]
[City, State, Zip Code]

RE: FINAL DEMAND FOR TURNOVER OF COLLECTED RENTS

Dear [Recipient Name],

This letter serves as a formal final demand for the immediate turnover of all rental payments collected by you in relation to the property located at [Property Address].

As per our records and the terms of our agreement dated [Date of Agreement], you were authorized to collect rents on behalf of [Owner Name/Company]. However, you have failed to remit the collected funds for the period of [Start Date] to [End Date].

The total outstanding amount currently due is \$[Amount].

Despite previous requests made on [Dates of previous verbal or written requests], the aforementioned amount remains unpaid. Your failure to remit these funds constitutes a serious breach of your fiduciary duties and our legal agreement.

Please consider this your final notice. You are required to turnover the full amount of \$[Amount] to [Your Name/Company Name] no later than [Deadline Date, e.g., five (5) business days from the date of this letter]. Payment should be made via [Specify Payment Method, e.g., Bank Transfer, Certified Check].

If the full amount is not received by the specified deadline, I will be forced to take immediate legal action to recover the funds, which may include filing a civil lawsuit, reporting this matter to the relevant authorities, and seeking damages, interest, and legal fees.

Governing yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]