

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Date: [Date]

To: [Recipient Name / Property Manager]

Address: [Recipient Address]

City, State, Zip: [City, State, Zip]

RE: FORMAL DEMAND FOR IMMEDIATE TURNOVER OF RENT PROCEEDS

Dear [Recipient Name],

This letter serves as a formal legal demand for the immediate turnover of all rental income and security deposits currently held by you or your agents pertaining to the property located at: **[Property Address]**.

As the legal owner of the aforementioned property, I am entitled to all rental payments collected from tenants. To date, I have not received the disbursements due for the period of [Start Date] to [End Date], totaling **[\$Amount Due]**.

Your failure to remit these funds constitutes a breach of [mention "our agreement" or "fiduciary duty"] and may result in legal action. Please be advised that you are to cease any further unauthorized withholding of these funds.

Required Actions:

- Remit the full amount of **[\$Amount Due]** to the address listed below or via [Preferred Payment Method] within [Number] business days.
- Provide a complete accounting of all rents collected, expenses deducted, and security deposits held for the current year.
- Cease and desist from communicating with tenants regarding the collection of future rents unless otherwise authorized in writing.

Failure to comply with this demand by [Deadline Date] will leave me with no alternative but to pursue all available legal remedies, which may include a lawsuit for conversion, breach of contract, and the recovery of attorney's fees and court costs.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Address]

[Your Phone Number]

[Your Email Address]