

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

[Date]

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

**RE: FORMAL DEMAND FOR POSSESSION OF PROPERTY**

Dear [Recipient Name],

This letter serves as a formal demand for the immediate return and possession of the following property currently in your possession: [Detailed Description of Property/Address of Real Estate].

My records indicate that you are currently in possession of this property without legal right or authorization because [Reason: e.g., expiration of lease, failure to return borrowed items, or termination of agreement].

I hereby demand that you vacate the premises and/or return the aforementioned property to me no later than [Time] on [Date].

Failure to comply with this demand by the specified date will leave me with no alternative but to pursue legal action to recover the property. This may include filing a lawsuit for unlawful detainer or conversion, seeking damages for loss of use, and requesting reimbursement for all associated legal fees and court costs.

Please contact me immediately at [Your Phone Number] to coordinate the handover of the property and any keys or relevant documentation.

Governing yourself accordingly,

Sincerely,

[Your Signature]

[Your Printed Name]