

**Date:** [Insert Date]

**To:**

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**RE: DEMAND FOR RETURN OF PROPERTY MANAGEMENT ELECTRONIC DEVICES**

Dear [Recipient Name],

This letter serves as a formal demand for the immediate return of all electronic devices and company property currently in your possession belonging to [Property Management Company Name].

Our records indicate that the following items have not yet been returned following the conclusion of your [employment/contract/association] on [End Date]:

- [Device Type, e.g., Laptop - Model/Serial Number]
- [Device Type, e.g., Tablet/iPad - Model/Serial Number]
- [Device Type, e.g., Smartphone - Model/Serial Number]
- [Device Type, e.g., External Hard Drive/USB Drives]
- [Device Type, e.g., Building Access Key Fobs/Key Cards]

Please ensure that all devices are returned in good working condition, including all original chargers, cables, and accessories. Furthermore, you are reminded that any unauthorized access to company data or the withholding of passwords/login credentials for these devices is strictly prohibited.

Please deliver these items to the address listed below no later than [Insert Date] at [Insert Time]:

[Return Location Address]

[Attention To: Name/Department]

Failure to return these items by the specified deadline may result in further action, which may include legal proceedings or a report to local law enforcement for the recovery of company property.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Property Management Company Name]  
[Your Phone Number]