

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: IMMEDIATE DEMAND FOR RETURN OF PROPERTY

Dear [Recipient Name],

This letter serves as a formal demand for the immediate return of all property belonging to [Company Name/Owner Name] regarding the management of the property located at: [Property Address].

Our records indicate that following the termination of your services on [Termination Date], you remain in possession of the following items:

- All sets of keys (Master keys, unit keys, common area keys, and mailroom keys).
- Security access cards, fobs, and remote garage openers.
- Security equipment, including [List specific equipment, e.g., cameras, monitors, DVRs].
- Login credentials and administrative access for security software and surveillance systems.

Please return all listed items to [Location for Drop-off] no later than [Time] on [Date].

Failure to return these items by the specified deadline will be viewed as unlawful retention of property. We reserve the right to take further legal action, which may include filing a police report for theft, changing all locks at your expense, and seeking legal damages in court.

Please confirm receipt of this letter and provide the expected time of delivery for the items requested.

Sincerely,

[Your Signature]

[Your Printed Name]