

**Date:** [Insert Date]

**To:** [Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

**Subject: DEMAND FOR RETURN OF PROPERTY MANAGEMENT MAINTENANCE TOOLS**

Dear [Recipient Name],

This letter serves as a formal demand for the immediate return of maintenance tools and equipment belonging to [Property Management Company Name/Owner Name].

According to our records, the following items remain in your possession following the conclusion of your [employment/contract] on [Termination Date]:

- [Tool Description and Serial Number, if applicable]
- [Tool Description and Serial Number, if applicable]
- [Tool Description and Serial Number, if applicable]
- [Tool Description and Serial Number, if applicable]

Please return these items to [Location Address] no later than [Deadline Date, e.g., 48 hours from receipt of this letter].

Failure to return the property by the specified date will result in further action, which may include filing a police report for unrecovered property or pursuing legal action to recover the replacement value of the items.

Please contact [Name] at [Phone Number] or [Email] to coordinate the drop-off.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]