

[Current Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Formal Demand for Return of Company Vehicle and Equipment

Dear [Recipient Name],

This letter serves as a formal demand for the immediate return of all property belonging to [Company Name] currently in your possession. Our records indicate that you have failed to return these items following the conclusion of your [employment/contract] on [Date].

Please return the following items to [Location/Office Address] no later than [Deadline Date and Time]:

- **Vehicle:** [Year, Make, Model] - License Plate: [Plate Number] - VIN: [VIN Number]
- **Keys:** All vehicle keys, fobs, and facility master keys.
- **Maintenance Equipment:** [List items such as lawn mowers, power tools, etc.]
- **Electronic Devices:** [List items such as laptop, tablet, cell phone, or GPS units]
- **Documentation:** Vehicle registration, insurance cards, and maintenance logs.

The vehicle must be returned in the same condition as it was issued, barring normal wear and tear, and cleared of all personal belongings.

Failure to return the aforementioned property by the specified deadline will leave us with no choice but to take further action. This may include filing a formal police report for unauthorized use of a motor vehicle/theft and pursuing legal remedies to recover the value of the equipment and associated legal fees.

Please contact [Contact Person Name] at [Phone Number] immediately to confirm your receipt of this letter and to coordinate the drop-off.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Company Name]