

FINAL NOTICE: DEMAND FOR RETURN OF PROPERTY MANAGEMENT EQUIPMENT

Date: [Insert Date]

To: [Former Manager/Company Name]

Address: [Insert Address]

City, State, Zip: [Insert City, State, Zip]

Regarding Property: [Insert Property Name/Address]

Dear [Insert Name],

This letter serves as a formal and final demand for the immediate return of all equipment and property belonging to [Insert Your Company/Owner Name] following the termination of your management services effective [Insert Termination Date].

Despite previous requests, our records indicate that the following items have not been returned:

- [Item 1: e.g., Master keys and fobs]
- [Item 2: e.g., Laptop/Tablet serial number]
- [Item 3: e.g., Maintenance tools/Lawnmower]
- [Item 4: e.g., Office cell phone]
- [Item 5: e.g., Security camera hardware]

You are hereby instructed to return the aforementioned items to the location listed below no later than [Insert Deadline Date/Time]:

Return Location: [Insert Address for Drop-off]

Attention: [Insert Name of Person Receiving Items]

Failure to comply with this final demand by the specified deadline will leave us with no choice but to pursue further legal action. This may include filing a police report for withheld property, initiating a civil lawsuit for the replacement value of the equipment, and seeking recovery of legal fees.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]

[Your Phone Number]