

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: FIRST DEMAND FOR RETURN OF PROPERTY MANAGEMENT EQUIPMENT

Dear [Recipient Name],

This letter serves as a formal demand for the immediate return of all equipment and property belonging to [Company Name] that was issued to you during your tenure as [Job Title/Role].

Records indicate that the following items are still in your possession:

- [Item 1: e.g., Laptop - Serial Number]
- [Item 2: e.g., Master Keys/Key Fobs]
- [Item 3: e.g., Cellular Phone/Tablet]
- [Item 4: e.g., Maintenance Tools/Uniforms]
- [Item 5: e.g., Office Files and Tenant Records]

Please return these items to [Specific Location/Office Address] no later than [Deadline Date, e.g., 5:00 PM on Friday, October 27th].

If you are unable to return these items in person, please contact [Contact Person] at [Phone Number] immediately to arrange for a courier or shipping at our expense.

Failure to return these company assets by the date specified may result in further action to recover the property or its fair market value. We hope to resolve this matter promptly and amicably.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]