

Date: [Insert Date]

To: [Recipient Name/Company Name]

Address: [Recipient Address]

City, State, Zip: [Recipient City, State, Zip]

RE: IMMEDIATE DEMAND FOR RETURN OF PROPERTY MANAGEMENT EQUIPMENT

Dear [Recipient Name],

This letter serves as a formal demand for the immediate return of all property management equipment and company assets currently in your possession or under your control. These items are the sole property of [Your Name/Company Name] and were provided to you specifically for the management of [Property Name/Address].

The items to be returned include, but are not limited to:

- All master keys, unit keys, and electronic fobs;
- Garage door openers and gate remotes;
- Computers, laptops, tablets, and peripheral hardware;
- Maintenance tools and power equipment;
- Office supplies and official company files (digital and physical);
- [Insert any specific items here].

You are required to return all listed items to [Return Location Address] no later than [Insert Time] on [Insert Date].

Please be advised that failure to return these items by the aforementioned deadline will result in further action, which may include filing a police report for withheld property and pursuing all available legal and civil remedies to recover the value of the equipment and any associated damages.

Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]

[Your Phone Number]