

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

[Date]

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

**Subject: FORMAL DEMAND FOR RETURN OF PROPERTY MANAGEMENT EQUIPMENT**

Dear [Recipient Name],

Following the termination of your property management services effective [Date], this letter serves as a formal demand for the immediate return of all company-owned equipment and assets currently in your possession.

As per our agreement, the following items must be returned in good working condition:

- [Item 1: e.g., Office Laptop and Charger]
- [Item 2: e.g., Master Keys and Fobs]
- [Item 3: e.g., Mobile Phone/Tablet]
- [Item 4: e.g., Signage and Lockboxes]
- [Item 5: e.g., Maintenance Tools]

Please deliver these items to [Return Location Address] no later than [Time] on [Date].

Failure to return the aforementioned equipment by the specified deadline may result in further action, including the deduction of replacement costs from any outstanding payments or the pursuit of legal remedies to recover the property.

Please acknowledge receipt of this letter and confirm your arrangements for the delivery of these items.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]