

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Date: [Insert Date]

To: [Recipient Name/Former Manager Name]
[Recipient Address]
[City, State, Zip Code]

RE: FORMAL 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 assets belonging to [Your Company Name/Owner Name], which remain in your possession following the termination of our management agreement on [Date of Termination].

Specifically, you are required to return the following items by no later than [Insert Deadline Date, e.g., 5 business days]:

- [Item 1: e.g., Master keys, fobs, and garage remotes]
- [Item 2: e.g., Laptop, tablet, or cellular devices]
- [Item 3: e.g., Physical files, leases, and tenant records]
- [Item 4: e.g., Tools, signage, or maintenance equipment]
- [Item 5: e.g., Petty cash or unspent operating funds]

The aforementioned items must be delivered in good working condition to the following location:

[Drop-off Address]
[City, State, Zip Code]
Attn: [Name of Contact Person]

Failure to return these items by the date specified above will be interpreted as a conversion of property. Please be advised that I am prepared to pursue all available legal remedies to recover these assets, which may include filing a police report for stolen property, initiating a civil lawsuit for damages, and seeking recovery of attorney's fees and court costs.

I trust that you will comply with this demand immediately to avoid the necessity of formal litigation.

Sincerely,

[Your Signature]
[Your Printed Name]

[Your Title/Position]
[Your Phone Number]