

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

[Date]

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

RE: DEMAND FOR RETURN OF PROPERTY MANAGEMENT EQUIPMENT AND ASSETS

Dear [Contractor Name],

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

As per our agreement, all assets must be returned in good working condition. Please return the following items by [Deadline Date]:

- Keys, Fobs, and Access Cards (including master keys and unit keys)
- Electronic Equipment (Laptop, Tablet, Mobile Phone, etc.)
- Tools and Maintenance Equipment
- Physical Files, Leases, and Tenant Records
- Signage and Marketing Materials
- [Insert Additional Item Here]

Please deliver these items to [Return Location/Office Address] during the hours of [Time Range].

Failure to return these items by the specified deadline may result in further action, including the withholding of final payments (where legally permissible) or legal proceedings to recover the value of the unreturned property.

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

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]