

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

[Date]

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

RE: FORMAL DEMAND FOR RETURN OF PROPERTY

Dear [Recipient's Name],

This letter serves as a formal demand for the immediate return of the following property belonging to me, which is currently in your possession:

- [Description of Item 1 - include serial numbers or identifying marks if applicable]
- [Description of Item 2]
- [Description of Item 3]

The aforementioned items were [explain how they came into their possession, e.g., loaned to you on Date / left at your premises on Date]. As of [Date], I have requested the return of these items, but they have not yet been delivered.

Please arrange for the return of this property to my address listed above no later than [Deadline Date, e.g., 7 days from today].

If the property is not returned by the date specified above, I will be forced to pursue further legal action to recover my property, which may include filing a police report for unauthorized retention of property or initiating a civil lawsuit for conversion and damages.

I hope to resolve this matter promptly and amicably without the need for litigation.

Sincerely,

[Signature]
[Your Printed Name]