TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Request to Return Personal Property  
Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

This is an official notice to make it known that you are in unlawful possession of the

following property: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,demand that you return the aforementioned property immediately.

You do not have the right to keep my property and you are legally required to return it at your expense. If there is no response to this letter, all legal rights will be explored,

including, but not limited to, legal proceedings necessary to recover the property.

As already mentioned, this demand letter for personal property serves as official notice to you and may be tendered in court as evidence of your failure to return the property. If

legal action is to occur to resolve this matter, it may involve having you pay attorney’s fees.

It is in the best interest of all parties to resolve this matter as soon as possible.

Sincerely,

**[Name]**