

Your name

Your address

Date

Dear Mr. / Ms. (Your client's name)

Subject: Demand to return illegally possessed personal property

I hereby inform you that you are in unlawful possession of the following property (name the rented/ leased property). The rental/ lease agreement is attached herewith to establish my legitimate ownership of the mentioned property. The document also exhibits your agreement to use the property for a fixed amount of time.

Considering that you have exceeded the time limit, I demand that you return the property with due diligence. I will provide you with a week's time to comply with this demand. Your nonconformity to this letter will result in legal actions taken against you.

I hope to be able to settle this matter amicably.

Sincerely

Your signature

[Your official name]