

PERSONAL PROPERTY DEMAND LETTER

[YOUR FULL LEGAL NAME] [YOUR ADDRESS]

VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED

[RECIPIENT S NAME] [RECIPIENT S ADDRESS]

Re: Demand for Return of Personal Property — Notice of Conversion / Civil Theft

Dear [RECIPIENT S NAME]:

This letter is a formal demand for the immediate return of personal property belonging to [YOUR FULL LEGAL NAME] that you have wrongfully retained.

I. The Property

You are in wrongful possession of the following personal property belonging to [YOUR FULL LEGAL NAME] (the "Property"):

[DESCRIPTION OF PROPERTY TO BE RETURNED]

Approximate fair market value: Last known location: [LAST KNOWN LOCATION OF THE PROPERTY]

II. Factual Background

[FACTUAL BACKGROUND DATES EVENTS AGREEMENT CONTEXT]

III. Legal Basis

[YOUR FULL LEGAL NAME] is the lawful owner of the Property and has the superior possessory right to it. Your continued retention of the Property, after demand, constitutes:

- **Conversion** — the wrongful exercise of dominion over another's personal property;
- **Trespass to chattels** — intentional interference with possession or use;
- **Civil theft** — where statutorily recognized, entitling the owner to treble damages and attorneys' fees.

IV. Demand

You are hereby **DEMANDED** to return the Property to [YOUR FULL LEGAL NAME] in the same condition as when it left [YOUR FULL LEGAL NAME]'s possession, at [YOUR ADDRESS] (or such other location as the parties mutually agree in writing), within **14 (fourteen) days** of receipt of this letter.

If the Property has been sold, transferred, damaged, lost, or destroyed, you are demanded to pay its **full fair market value of ** within the same deadline.

[SPECIFIC ACTION S DEMANDED PAY RETURN]

V. Consequences of Non-Compliance

If we do not receive compliance by the deadline, we will pursue all available legal remedies without further notice, including filing suit to recover the amount owed plus interest, costs, and attorneys' fees where permitted.

Failure to return the Property or tender its value within the deadline will result in the filing of a civil action for **replevin** (claim and delivery), **conversion**, **civil theft**, and, where supported by the facts, **punitive damages**. Criminal referral for theft may also be considered.

VI. Preservation

You are further directed to preserve the Property in its current condition; any further damage, alteration, sale, or transfer will be asserted as evidence of willful conversion and/or civil theft.

Sincerely,

[YOUR FULL LEGAL NAME]

PRINTED NAME

SIGNATURE

DATE