

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

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

Subject: Ownership Claim for [Description of Property/Item]

Dear [Recipient's Name],

I am writing to formally assert my claim of ownership over [description of the property/item], which I believe is currently in your possession. The details of the property/item are as follows:

- Item Description: [Detailed description]
- Serial/Identification Number (if applicable): [Number]
- Date of Acquisition: [Date]
- Proof of Ownership: [Attach copies of relevant documents such as receipts, titles, etc.]

I kindly request that you return the item to me by [specific date]. If you believe there is an issue regarding this claim, please contact me at your earliest convenience to discuss.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]