

[Your Name]
[Your Address]
[City, Province, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, Province, Postal Code]
Subject: Demand for Repossession
Dear [Recipient's Name],

I am writing to you regarding the [describe the item, e.g., vehicle, equipment, etc.], which is currently in your possession under the terms of our agreement dated [insert date of agreement].

As of [insert date], your account is [insert amount] in arrears, which constitutes a breach of the agreement. According to [mention any applicable laws or terms of the agreement], I am entitled to reclaim the property.

You are hereby requested to return the [describe the item] to [designate a location for return], no later than [insert deadline date, typically 10 to 14 days from the date of this letter]. Failure to comply may result in further legal action, including but not limited to pursuing repossession through legal means.

Please consider this letter a formal demand for the return of the property. I urge you to resolve this matter promptly to avoid further complications.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title, if applicable]