Dear {Name of Recipient},

This letter is in reference to the {Name of Property in Question}, you borrowed on {Date of Event}. Since all previous requests to have my property returned to me in good condition have failed, know that this personal property demand letter is my official request to obtain my property.

I, {Name of Owner} am making my request for the return of my {Item} official, in writing and signed. I am including copies of my proof of ownership below:

* {Type of Evidence #1}
* {Type of Evidence #2}
* {Type of Evidence #3}

To ensure you have enough time, I'm giving you up to 2 weeks notice to reply to my request for return of personal property. If I do not hear from you by {Date of Required Reply}, I will begin legal action. Not only do I request the return of {Item}, it must also be in excellent condition. If not, you are required to pay for repairs. Finally, you are also responsible for all legal fees involved.

Sincerely,

{Name of Rightful Owner}