

MAIL to SELF

Your name

Your address

Date

Dear Mr. / Ms. (Former partner's name)

Subject: Demand to return illegally possessed personal property

This is a correspondence to inform you of your illegitimate possession of my personal property. The following property/ properties (list of your personal effects) is my rightful effects. I have paid for the property/ properties in full and so lay claim to it/ them.

I request you to return the effects within one week from the delivery of this letter. In failing to do so, I will be forced to pursue a legal course of action. I earnestly hope to resolve this issue amongst ourselves. It is in our shared interest to do so.

Wishing you well for your future.

Sincerely

Your signature

[Your official name]