[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: DEMAND BY SECURED PARTY FOR POSSESSION OF COLLATERAL**

Dear [CONTACT NAME],

As according to the security agreement dated [DATE] by and between us wherein you were obligated to deliver [SPECIFY] as collateral.

You are presently in default under the aforementioned agreement. We, therefore, demand that you surrender possession of said collateral to me immediately at [SPECIFY] pursuant to the terms of the security agreement and the [SPECIFY LAW].

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]