



SOUTHEAST TEXAS AUTO THEFT TASK FORCE
Beaumont Police / Jefferson County Sheriff / Port Arthur Police / Hardin County Sheriff

We are requesting that you write a letter to the person in possession of your property.
That letter should include the following:

- (1) An accurate and complete description of the circumstances under which the property was obtained from you;
- (2) An accurate and complete description of the property which you own and desire returned;
- (3) An affirmative demand that either you be allowed to take possession of the property at the place where it is presently located, or the property be returned, or that you be compensated for the full present market value of the property; and
- (4) That if one of these demands is not satisfied within ten (10) days of receipt of the letter the matter will be turned over to the District Attorney for whatever action he deems appropriate.

Keep a copy of all letters and receipts for your records.

The letter MUST be sent certified mail, return receipt requested.

After you have either received the receipt in the mail or the letter has been returned to you, contact the investigator from the appropriate agency or the investigator assigned to your case for an appointment and be prepared to bring with you:

- (1) A copy of the letter,
- (2) The receipt from the Post Office (generally green), or
- (3) The unopened letter, should it be returned to you for any reason, and
- (4) Proof of ownership or right of possession if applicable.

If questions arise or you wish to make an appointment, call (409) 842-6341 and ask to speak with the investigator assigned to your case.

TEN DAY DEMAND LETTER

Dear _____:
Name of Borrower

On _____ I loaned you my _____
Date Borrowed Color Year Make Model

_____ and _____
License Number State Vehicle Identification Number (VIN)

As of today you have not returned the vehicle to me. Therefore I am now making the following demands:

(1) Return the above listed vehicle to me.

OR

(2) Tell me the whereabouts of the vehicle, so that I may take possession of it.

OR

(3) You can fully compensate me for the full present market value of the above listed vehicle.

The current value of the above listed vehicle is \$ _____.

If one of these demands is not satisfied within ten (10) days of the receipt of this letter, the matter will be turned over to the County District Attorney's Office for whatever action he deems.

Authorized Signature

Date Signed

TEXAS PENAL CODE 31.07 UNAUTHORIZED USE OF A MOTOR VEHICLE

A person commits an offense if he/she

- a) intentionally or knowing*
- b) operates a boat, airplane, or motor propelled vehicle*
- c) belonging to another*
- d) without the effective consent of the owner*