

Return of Borrowed Equipment

Date: [Insert Date]

To: [Coworker's Name]

From: [Your Name]

Subject: Return of Borrowed [Equipment Name]

Dear [Coworker's Name],

I hope this message finds you well. I am writing to inform you that I am returning the [Equipment Name] that I borrowed on [Date Borrowed].

The equipment is in good condition, and I have taken care to ensure that it is returned as you provided it. If you have any further instructions or need anything else, please let me know.

Thank you for your generosity in lending me the [Equipment Name]. I truly appreciate it.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]