

# Club Equipment Return Notice

Date: [Insert Date]

To: [Member's Name]

Email: [Member's Email]

Dear [Member's Name],

We hope this message finds you well. This letter serves as a formal notice regarding the return of club equipment that was loaned to you. We kindly ask that you return the following items:

- [Item 1]
- [Item 2]
- [Item 3]

Please ensure that all items are returned by [Return Deadline]. You can drop off the equipment at [Drop-off Location] during our normal operating hours.

If you have any questions or concerns, feel free to reach out to us at [Club's Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Club Name]