

Reminder: Club Property Return Deadline

Dear [Member's Name],

This is a friendly reminder that the deadline to return all club property is approaching. Please ensure that all items, including [list of items, e.g., uniforms, equipment, etc.], are returned by **[Deadline Date]**.

Your cooperation helps us maintain our inventory and ensures that all members have access to necessary resources.

If you have any questions or if you are unable to return the items by the deadline, please contact us at [Contact Information].

Thank you for your attention to this matter!

Sincerely,
[Your Name]
[Your Position]
[Club Name]