

# Equipment Return Request

Date: [Insert Date]

Dear [Recipient's Name/ Club Manager],

I hope this message finds you well. I am writing to formally request the return of the equipment borrowed from [Club Name]. According to club policy, I understand that all equipment should be returned by [Insert Return Date].

Details of the equipment are as follows:

- Equipment Name: [Insert Equipment Name]
- Borrowed Date: [Insert Borrowed Date]
- Condition: [Insert Condition Details]

Please let me know a suitable time for the return of the equipment. I appreciate your attention to this matter.

Thank you!

Sincerely,

[Your Name]

[Your Contact Information]

[Your Membership ID]