

# Final Notice for Equipment Return

Date: [Insert Date]

Dear [Member's Name],

This is a final notice regarding the return of club equipment that was checked out to you on [Insert Checkout Date]. As per our records, the following items have not yet been returned:

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

Please arrange to return the listed items by [Insert Final Return Date] to avoid any further action or potential fees. The equipment is vital for our operations and your immediate attention to this matter is greatly appreciated.

If you have already returned the equipment or have any questions regarding this notice, please contact us at [Insert Contact Information].

Thank you for your prompt cooperation.

Sincerely,

[Your Name]

[Your Position]

[Club Name]

[Contact Information]