

Notice to Return Borrowed Club Equipment

Date: [Insert Date]

To: [Borrower's Name]

[Borrower's Address]

Dear [Borrower's Name],

This letter serves as a formal notice regarding the club equipment borrowed from [Club Name] on [Borrow Date]. According to our records, the items listed below are still outstanding:

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

We kindly request that you return the above-mentioned equipment by [Return Deadline]. If you are unable to do so, please contact us at [Your Contact Information] to discuss alternative arrangements.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Club Name]

[Contact Information]