

# Reminder for Returning Club Assets

Date: [Insert Date]

Dear [Member's Name],

This is a friendly reminder regarding the club assets you have currently in your possession. As per our records, you have the following items:

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

We kindly request that you return these items by [Return Due Date] to ensure that all members have access to club resources.

If you have any questions or concerns about the return process, please feel free to reach out to us at [Club Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Club Name]

[Contact Information]