

# Request for Timely Return of Club Items

Date: [Insert Date]

Recipient Name  
Recipient Address  
City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to kindly remind you about the items that were lent to you on [insert date] for our club activities. As we approach the upcoming events, it is important for us to have these items returned in a timely manner.

The items in question are:

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

Please let us know when you will be able to return these items. Your cooperation in this matter will greatly assist us in ensuring that the club runs smoothly and efficiently.

Thank you for your attention to this matter. We appreciate your support and understanding.

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