

Urgent Reminder: Return of Club Equipment

Dear [Member's Name],

This is a friendly reminder that the club equipment you borrowed is due for return by **[Due Date]**. We appreciate your cooperation in ensuring that the equipment is returned on time for other members to use.

Please arrange to return the following items:

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

If you have already returned the items, please disregard this message. If you need any assistance or require more time, don't hesitate to get in touch with us.

Thank you for your prompt attention to this matter.

Best regards,
[Your Name]
[Your Position]
[Club Name]
[Contact Information]