

Follow-up on Medical Equipment Return

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the return of the medical equipment that was provided to you on [Date of Equipment Loan]. As per our records, the equipment was due to be returned by [Due Date].

We kindly ask you to arrange the return of the equipment at your earliest convenience. If you have already returned it, please disregard this message and let us know the details so we can update our records accordingly.

If you have any questions or require further assistance, feel free to reach out to us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]