

# Reminder: Medical Equipment Return Deadline

Dear [Recipient's Name],

We hope this message finds you well. This is a friendly reminder regarding the return of the medical equipment that was issued to you.

**Return Deadline:** [Insert Return Deadline Date]

Please ensure that all equipment is returned by the specified date to avoid any additional charges or complications.

If you have already returned the equipment, please disregard this notice. Should you have any questions or require assistance, feel free to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]