

Medical Equipment Return Inquiry

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the return process for medical equipment that was previously rented/purchased from your organization.

The details of the equipment are as follows:

- Equipment Model: [Insert Model]
- Serial Number: [Insert Serial Number]
- Rental/Purchase Date: [Insert Date]

As we are nearing the end of the rental period, we would like to confirm the steps required for the return of the above-mentioned equipment and any associated documentation we need to complete.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]