

Overdue Medical Equipment Return Notice

Date: [Insert Date]

Dear [Recipient Name],

We hope this message finds you well. Our records indicate that the following medical equipment is currently overdue for return:

- Item Name: [Insert Item Name]
- Model Number: [Insert Model Number]
- Rented From: [Insert Date]

Please arrange for the return of the equipment at your earliest convenience to avoid any late fees. If you have already returned the equipment, please disregard this notice and contact us to confirm the return.

If you require additional time or assistance, feel free to reach out to us at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]
[Your Title]
[Your Organization]
[Your Contact Information]