

Reminder for Medical Supplies Return

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. This is a friendly reminder regarding the medical supplies you received from us on [Insert Date of Issuance]. We kindly request that you return the items by [Insert Return Deadline] to ensure that they can be reused for other patients in need.

Please review the list of supplies below:

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

If you have already sent the items, please disregard this notice. If you have any questions or need assistance with the return process, do not hesitate to reach out to us at [Insert Contact Information].

Thank you for your cooperation!

Sincerely,

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