

Final Notice for Telecom Equipment Return

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

This letter serves as the final notice regarding the return of telecom equipment issued to you. Our records indicate that the following items are currently unreturned:

- Item 1: [Insert Item Description]
- Item 2: [Insert Item Description]
- Item 3: [Insert Item Description]

As per our agreement, you are required to return the above-listed equipment by [Insert Due Date]. Failure to do so may result in additional charges or legal action.

If you have already returned the equipment, please contact us immediately to confirm. If not, please arrange for the return at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]