

Reminder: Telecom Equipment Return

Dear [Recipient's Name],

This is a friendly reminder regarding the return of telecom equipment that was issued to you during your employment with [Company Name]. According to our records, the following equipment is still outstanding:

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

We kindly ask that you return the aforementioned items by [Return Date]. If the equipment has already been returned, please disregard this message. Otherwise, please contact us to arrange for the return.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]