

# Telecom Equipment Return Request

Date: [Insert Date]

To,

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the return of [specific equipment details, e.g., "two units of Model XYZ123 Telcom Router"] that were provided to us under our agreement dated [insert date]. Due to [reason for return, e.g., "recent upgrades and changes in our network requirements"], we no longer require this equipment.

Please let us know the procedure for returning the equipment and if there are any forms that need to be completed. We aim to ensure that the return is conducted in a timely manner and in accordance with your policies.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]