

Equipment Return Check

Date: [Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter serves as a formal notice regarding the return of equipment that was previously issued to you. As part of our equipment management policy, we request you to return the following items:

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

Please ensure all items are returned by [Return Due Date] in their original condition. If you have any issues or questions, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]