

# Technology Equipment Return Verification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization]

[Recipient's Address]

Dear [Recipient's Name],

This letter is to confirm the return of technology equipment as per our records. The following items have been returned:

- Item 1: [Description of Equipment, Model, Serial Number]
- Item 2: [Description of Equipment, Model, Serial Number]
- Item 3: [Description of Equipment, Model, Serial Number]

The items were returned on [Insert Return Date], in good working condition, and all accessories have been included.

Please verify the details above and acknowledge this return at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]