

Guidelines for Returning Diagnostic Tools

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Guidelines for Returning Diagnostic Tools

Dear [Recipient's Name],

We hope this message finds you well. As part of our commitment to maintaining the accuracy and quality of our diagnostic tools, we would like to provide you with guidelines for their return.

Return Guidelines:

1. Please ensure all tools are cleaned and disinfected before returning.
2. Package the tools securely to prevent damage during transit.
3. Include a completed return form with your shipment. [Attach Form Here]
4. Ship the tools to the address below by [Insert Deadline].

Return Address:

[Your Company Name]

[Return Address]

If you have any questions or need further assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]