

Return Instructions for Surgical Instruments

Dear [Recipient's Name],

We hope this message finds you well. This letter serves as a guideline for the return of surgical instruments that are no longer needed.

Return Process

1. **Check the Instruments:** Ensure all instruments are clean and in their original packaging.
2. **Prepare the Return Package:** Use a sturdy box and include all components of the instruments.
3. **Complete Return Form:** Fill out the attached return form and include it inside the package.
4. **Shipping:** Use the pre-paid shipping label provided and securely seal the package.
5. **Drop Off:** Ensure the package is dropped off at the designated shipping location.

Contact Information

If you have any questions or need further assistance, please contact our customer service at:

Email: [Email Address]

Phone: [Phone Number]

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Title]
[Your Organization]