

# Notice for Return of Unused Building Supplies

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a formal notice regarding the return of unused building supplies that were provided to you for [Project Name/Description]. As per our agreement and project guidelines, we request that you return the following items:

- [Item 1 - Description]
- [Item 2 - Description]
- [Item 3 - Description]

Please ensure that the items are returned by [Return Deadline Date]. You can return the supplies to [Return Location] during [Return Hours]. If you have any questions or require assistance with the return process, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]