

Equipment Return Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to acknowledge the return of the equipment listed below:

- Equipment Name: [Insert Equipment Name]
- Serial Number: [Insert Serial Number]
- Return Date: [Insert Return Date]
- Condition: [Insert Condition]

Thank you for returning the equipment in a timely manner. If you have any questions or require further assistance, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]