

Equipment Return Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

We are writing to confirm the return of the following equipment:

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

Thank you for your cooperation. Should you have any further questions, please feel free to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]