

Final Notice for Equipment Return

Date: [Insert Date]

Dear [Recipient's Name],

This is a final notice regarding the return of the equipment listed below, which was due on [Insert Due Date]. Our records indicate that the following equipment has not yet been returned:

- Equipment Name: [Insert Equipment Name]
- Serial Number: [Insert Serial Number]
- Invoice Number: [Insert Invoice Number]

Please return the above-mentioned equipment to our office by [Insert Final Return Date]. If the equipment is not returned by this date, we may have to take further actions, including but not limited to billing for the equipment at the replacement cost.

If you have already returned the equipment or have any questions, please contact us at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]