

Subject: Follow-Up on Equipment Return

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the return of the equipment that was issued to you on [Date of Issue]. As per our records, the equipment was due for return on [Due Date].

If you have already returned the equipment, please disregard this message. Otherwise, I kindly ask that you return it at your earliest convenience to avoid any further delays.

Thank you for your attention to this matter. Please let me know if you have any questions or if there are any issues with the return process.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]