

# Equipment Return Instructions

Dear [Recipient's Name],

We hope this message finds you well. As part of our equipment return policy, we kindly ask you to follow the instructions below to ensure the safe return of the equipment you have borrowed.

## Return Process

1. Ensure that all equipment is clean and in good working condition.
2. Pack the equipment securely using the original packaging if available.
3. Include all accessories, manuals, and any other related materials.
4. Attach a return label provided below or use the following address:
  - o [Company Name]
  - o [Return Address]
5. Drop off the package at your nearest shipping center or schedule a pickup.

## Return Deadline

Please return the equipment by [Return Due Date].

## Contact Information

If you have any questions or need assistance, feel free to reach out to us at [Contact Email] or [Contact Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]