

Equipment Return Status Update

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Update on Equipment Return Status

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide you with an update regarding the status of the equipment return.

As of today, the following equipment has been returned:

- [Equipment Name 1] - Returned on [Return Date]
- [Equipment Name 2] - Returned on [Return Date]
- [Equipment Name 3] - Returned on [Return Date]

Additionally, we are still awaiting the return of the following equipment:

- [Equipment Name 4] - Expected return by [Expected Return Date]
- [Equipment Name 5] - Not yet scheduled for return

Please let me know if you need any further information or assistance regarding this matter.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]