

Equipment Return Letter

Date: [Insert Date]

To: [Colleague's Name]

From: [Your Name]

Subject: Return of Equipment

Dear [Colleague's Name],

I hope this message finds you well. I am writing to inform you that I am ready to return the [specific equipment] that I had borrowed from you on [date borrowed].

Please let me know a convenient time for you to receive it. I appreciate your support while I utilized the equipment, and I am looking forward to returning it in good condition.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]