

Dear [Coworker's Name],

I hope this message finds you well. I am writing to inform you that I will be returning the laptop that I borrowed from you on [date of borrowing].

It has been very helpful, and I appreciate your generosity in lending it to me. I have ensured that all personal files have been removed, and the device is in good condition.

Please let me know a convenient time for you to pick it up, or if you would prefer, I can drop it off at your desk.

Thank you once again for your assistance!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]