

Tool Return Acknowledgment

Date: [Insert Date]

To: [Borrower's Name]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Borrower's Name],

This letter serves to acknowledge the return of the following tool(s) that you borrowed:

- [Tool Name 1] - [Condition]
- [Tool Name 2] - [Condition]
- [Tool Name 3] - [Condition]

Thank you for returning the tools in good condition. If you require any further assistance or would like to borrow additional tools in the future, please feel free to contact me.

Sincerely,

[Your Name]