

# Borrowed Tool Return Agreement

April 1, 2023

Recipient's Name:

Recipient's Address:

Dear [Recipient's Name],

This letter serves as a formal agreement regarding the return of tools that were borrowed from [Your Name/Organization]. The details of the borrowed tools are as follows:

- Tool Name: [Tool Name]
- Tool Type: [Tool Type]
- Serial Number: [Serial Number]
- Date Borrowed: [Date]
- Expected Return Date: [Return Date]

By signing below, both parties agree to the terms of this borrowed tool return agreement:

Borrower's Name: \_\_\_\_\_

Borrower's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Returnee's Name: \_\_\_\_\_

Returnee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Contact Information]