

Tool Return Confirmation

Date: [Insert Date]

To: [Borrower's Name]

Address: [Borrower's Address]

Dear [Borrower's Name],

This letter serves as a confirmation of the return of the borrowed tool(s) listed below:

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

We appreciate your prompt return of the items. Please let us know if you need any assistance in the future.

Thank you!

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Contact Information]