

# Tool Return Follow-Up

Dear [Borrower's Name],

I hope this message finds you well. I am writing to follow up on the [Name of the Tool] that I lent to you on [Date of Loan]. As per our agreement, the tool is due for return on [Due Date].

Could you please confirm your plans for returning the tool? If you require any assistance, feel free to let me know.

Thank you for your attention to this matter. I appreciate your cooperation.

Sincerely,

[Your Name]

[Your Contact Information]