

Tool Return Notification

Date: [Insert Date]

Dear [Borrower's Name],

I hope this message finds you well. This is a friendly reminder regarding the [tool name] that you borrowed on [borrowing date]. According to our records, the return date for this tool is approaching.

We kindly ask that you arrange for the return of the [tool name] by [return due date]. If you need an extension or if there are any issues, please let us know as soon as possible.

Thank you for your cooperation!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Organization]