

Tool Return Procedure Notification

Date: [Insert Date]

To: [Borrower's Name]

From: [Your Name]

Subject: Tool Return Procedure

Dear [Borrower's Name],

We hope this message finds you well. As per our agreement regarding the borrowing of tools, we kindly request the return of the following items:

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

Please ensure that the tools are returned by [Insert Return Date]. The return location is [Insert Location]. If you have any issues or require an extension, do not hesitate to contact us.

Thank you for your cooperation.

Best Regards,

[Your Name]

[Your Position]

[Your Contact Information]