

Tool Return Reminder

Dear [Borrower's Name],

This is a friendly reminder that you have borrowed a tool from us on [Borrow Date]. The tool is due for return on [Due Date]. We kindly ask that you return it by this date to avoid any late fees.

If you need to extend the borrowing period or have any questions, please feel free to reach out to us.

Thank you for your prompt attention to this matter!

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Contact Information]