Tool Return Request

Date: [Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the return of the tool I borrowed from you on [Borrow Date]. The tool in question is [Tool Name/Description].

I would appreciate it if we could arrange a time for me to return the tool at your convenience. Please let me know if there are specific days or times that work best for you.

Thank you for your understanding and for lending me the tool. I look forward to hearing from you soon.

Sincerely,

[Your Name]