

Notification of Borrowing Garden Instruments

Date: [Insert Date]

To: [Borrower's Name]

From: [Your Name]

Subject: Notification of Borrowing Garden Instruments

Dear [Borrower's Name],

This letter serves to formally notify you that you are authorized to borrow the following garden instruments:

- [Instrument 1]
- [Instrument 2]
- [Instrument 3]

Please note the borrowing period is from [Start Date] to [End Date]. Ensure the instruments are returned in good condition.

Should you have any questions, feel free to contact me.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Contact Information]