

# Equipment Return Agreement

Date: [Insert Date]

To: [Supplier Name]  
[Supplier Address]  
[City, State, Zip Code]

Dear [Supplier Contact Name],

We are writing to confirm our agreement regarding the return of equipment previously rented/leased from your company. The details of the equipment are as follows:

- Equipment Description: [Description of Equipment]
- Model Number: [Model Number]
- Serial Number: [Serial Number]
- Rental/Lease Agreement Number: [Agreement Number]
- Date of Equipment Receipt: [Date Received]

The equipment will be returned on [Return Date] to the following address:

[Supplier's Return Address]

Please confirm that all equipment returned is in good condition, and note any discrepancies or damages that may be present at the time of return.

Thank you for your cooperation and timely response to this matter.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]