

Medical Equipment Return Confirmation Inquiry

Date: [Insert Date]

To: [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 inquire about the return confirmation for the medical equipment that was recently sent back to your facility.

The details of the equipment are as follows:

- Equipment Name: [Insert Equipment Name]
- Serial Number: [Insert Serial Number]
- Return Shipping Date: [Insert Date]

Could you please confirm the receipt of this equipment and any further actions required on our end? Your prompt response will be greatly appreciated as it will assist us in maintaining our records accurately.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]