

Technology Asset Loan Agreement Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm the loan of the following technology assets as per the agreement dated [Insert Agreement Date]:

- Asset Description: [Insert Description]
- Asset Serial Number: [Insert Serial Number]
- Loan Duration: [Insert Duration]
- Return Date: [Insert Return Date]

Please ensure that the assets are returned in the same condition as received, barring normal wear and tear. Should you have any questions or need further information, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]