

Equipment Collection Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that the following equipment is due for collection:

- Equipment Name: [Insert Equipment Name]
- Serial Number: [Insert Serial Number]
- Due Date: [Insert Due Date]

Please ensure that the equipment is available for pick-up on the scheduled date. If you have any questions or require further assistance, feel free to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Contact Information]