

Final Notice for Utility Equipment Return

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter serves as the final notice for the return of utility equipment borrowed from [Date of Borrowing] and overdue since [Due Date]. Despite previous reminders, we have yet to receive the equipment, which includes the following items:

- [Equipment Item 1]
- [Equipment Item 2]
- [Equipment Item 3]

Please return the above-mentioned items to our office by [Final Return Date] to avoid additional charges or legal actions. Your prompt attention to this matter will be greatly appreciated.

If you have already returned the equipment, please disregard this notice. If you have any questions or concerns, feel free to contact us at [Phone Number] or [Email Address].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]