

# Notice to Return Utility Tools

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter serves as a formal notice regarding the utility tools currently in your possession. Our records indicate that the following items were issued to you on [Insert Issuance Date]:

- [Tool 1]
- [Tool 2]
- [Tool 3]

We kindly request that you return these items by [Insert Return Deadline]. The return of these tools is essential for ensuring that our operations continue smoothly.

If you have already returned the tools or if there are any issues regarding this request, please contact us as soon as possible at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]