

# Notification for Equipment Return

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification for Equipment Return

Dear [Recipient's Name],

This letter serves as a formal notification regarding the return of equipment issued to you on [Date of Issue]. The details of the equipment are as follows:

- Equipment Name: [Name]
- Model Number: [Model]
- Serial Number: [Serial]
- Return Due Date: [Due Date]

Please ensure that the equipment is returned in its original condition, along with all accessories and documentation. If you have any questions or require assistance with the return process, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We appreciate your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]