

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Return of Utility Devices

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the return of utility devices that were issued to me during my time at [Company/Organization Name]. Due to my recent [transition, departure, or other relevant reason], I would like to ensure that all company property is returned in a timely manner.

The devices I am requesting the return of include:

- [Device 1]
- [Device 2]
- [Device 3]

Please let me know the preferred method and timing for returning these devices. I am happy to coordinate a drop-off time that is convenient for you.

Thank you for your attention to this matter. I look forward to your response.

Best regards,

[Your Name]