

Utilities Equipment Return Reminder

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. This is a reminder regarding the utilities equipment you had borrowed from us. As per our records, the following equipment is due for return:

- [Equipment Name 1]
- [Equipment Name 2]
- [Equipment Name 3]

Please arrange to return the equipment by [Due Date] to avoid any late fees or penalties. You can return the items to our office at [Office Address] or contact us for alternative arrangements.

Thank you for your attention to this matter. If you have any questions, feel free to reach out at [Your Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]