

Utility Equipment Return Request

Date: [Insert Date]

To: [Recipient Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the return of utility equipment that was previously borrowed from [Company/Organization Name]. The details of the equipment are as follows:

- Equipment Name: [Insert Equipment Name]
- Serial Number: [Insert Serial Number]
- Date of Borrowing: [Insert Borrowing Date]
- Condition: [Insert Condition of Equipment]

As per our agreement, the equipment is due for return on [Insert Due Date]. Please let me know a convenient time for you to arrange for the return or if you prefer an alternative method.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]