

Subject: Appeal for the Return of Company-Owned Devices

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

[Your Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal for the return of the company-owned devices that were assigned to me during my tenure at [Company Name]. These devices include:

- [Device 1 - Description, Serial Number]
- [Device 2 - Description, Serial Number]
- [Device 3 - Description, Serial Number]

As per company policy, it is essential that all devices are returned in a timely manner, and I want to ensure compliance with this policy. I understand the importance of these devices to the organization and am committed to facilitating a smooth return process.

Please let me know the preferred method for returning these items and whether there are any specific procedures I should follow. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]