

# Equipment Return Request

Date: [Insert Date]

To: [Recipient's Name]

Company/Organization: [Recipient's Company/Organization]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the return of the tools I borrowed on [Insert Borrow Date].

Details of the borrowed tools are as follows:

- Tool Name: [Insert Tool Name 1] - Quantity: [Insert Quantity]
- Tool Name: [Insert Tool Name 2] - Quantity: [Insert Quantity]

As per our agreement, I would like to return the items by [Insert Return Date]. Please let me know if this is convenient for you or if there is a specific process I should follow for the return.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]