

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding the [specific equipment] that you borrowed on [date]. As we discussed, it would be great to have it returned by [specific date].

If you need any assistance in arranging the return or if you have any questions, please feel free to reach out.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]