

# Formal Request for Return of Borrowed Equipment

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company/Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the return of the equipment that was borrowed on [Insert Date of Borrowing]. Specifically, we would like to have back [list the equipment or items borrowed].

As per our agreement, the equipment is due for return by [Insert Due Date]. We kindly ask that you arrange for the return at your earliest convenience to ensure that it is available for upcoming projects.

Please let me know if you have any questions or need further assistance in arranging the return. Thank you for your cooperation and understanding.

Sincerely,

[Your Name]  
[Your Position]