

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of the equipment that was lent to you on [Date of Lending]. We would like to know when we can expect its return, as it is needed for upcoming projects.

If you have any questions or if there are any issues regarding the return, please do not hesitate to reach out. We appreciate your cooperation and thank you for taking care of the equipment during your usage.

Looking forward to your prompt response.

Thank you!

Sincerely,
[Your Name]
[Your Position]
[Your Company/Organization]
[Your Contact Information]