

Notification of Tool Return

Date: [Insert Date]

Dear [Borrower's Name],

This is a reminder to return the tools you borrowed from [Your Organization/Department] on [Borrow Date].

Borrowed Tools:

- [Tool 1]
- [Tool 2]
- [Tool 3]

Please return the items by [Return Deadline] to avoid any late fees or penalties.

If you have any questions, feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]