

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request the retrieval of the items I borrowed from you on [Date of Borrowing]. The items in question are [list the items].

As I have completed using them, I would appreciate it if we could arrange a convenient time for me to return them to you. Please let me know what works best for you.

Thank you very much for your understanding. I look forward to hearing from you soon.

Warm regards,  
[Your Name]