

Dear [Borrower's Name],

I hope this message finds you well. I am writing to remind you about the machinery that you borrowed on [Borrow Date]. As agreed, the equipment was due to be returned by [Due Date].

We kindly ask you to arrange for the return of the [specific machinery] at your earliest convenience. If you require any assistance or if you need an extension for the return, please do not hesitate to reach out to me.

Thank you for your attention to this matter. We appreciate your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]