

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company/Organization Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request the return of supplies that I had borrowed on [date when borrowed]. The items include:

- [Item 1]
- [Item 2]
- [Item 3]

As my project has concluded, I would like to ensure that these supplies are returned at your earliest convenience. Please let me know a suitable time for you to collect them or if you would prefer I drop them off at your office.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position/Title]