

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company/Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally request the return of materials that were previously provided to your organization on [date of material transfer]. The materials in question include [describe materials, e.g., "catalogs, samples, equipment"].

As per our agreement, these items are scheduled to be returned by [return due date]. We kindly ask that you pack the materials securely and arrange for their return shipping to the address mentioned above. Should you require assistance or have any questions regarding the return process, please feel free to contact me directly.

Thank you for your attention to this matter. I look forward to your prompt reply.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization]