

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

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Return of Materials

I hope this message finds you well.

I am writing to formally request the return of materials that were provided on [date of receipt] for [specific purpose or project]. The items I wish to return include:

1. [Description of item 1]
2. [Description of item 2]
3. [Description of item 3]

I have ensured that all materials are in their original condition and suitable for return. Please let me know if there are specific procedures I need to follow for returning these items.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Job Title, if applicable]  
[Your Company Name, if applicable]