

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

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

Dear [Recipient Name],

Subject: Equipment Return Process

I hope this message finds you well. I am writing to initiate the return process for the equipment listed below:

- Equipment Name: [Insert Name]
- Serial Number: [Insert Serial Number]
- Model Number: [Insert Model Number]
- Date of Purchase/Lease: [Insert Date]

According to the return policy, I would like to return the equipment due to [briefly state reason]. I have ensured that the equipment is in its original condition, and all accessories are included.

Please let me know the next steps to proceed with the return, including any necessary documentation, shipping instructions, or return deadlines. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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