

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

Dear [Recipient Name],

Subject: Material Return Notification

I hope this message finds you well. We are writing to inform you about the upcoming return of materials as per our previous discussions.

Details of the return are as follows:

- ****Material Description:**** [Description of the materials]
- ****Quantity:**** [Number of items]
- ****Reason for Return:**** [Brief explanation]
- ****Return Date:**** [Proposed date for return]
- ****Delivery Method:**** [Method of return: courier, pickup, etc.]

Please ensure that all materials are prepared for return and packaged securely. Should you require any further information or assistance during this process, do not hesitate to contact me directly.

Thank you for your attention to this matter. We look forward to your confirmation.

Best regards,

[Your Name]
[Your Title]
[Your Company]