

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

Dear [Recipient's Name],

Subject: Return of Office Materials

I am writing to formally request the return of office materials that were previously issued to me. The details of the materials are as follows:

- Item Description: [Description of the item]
- Quantity: [Number of items]
- Item Condition: [Condition of the items, e.g., new, used, damaged]
- Date of Issue: [Date when the items were issued]

I understand that these materials must be returned according to company policy, and I am prepared to follow the necessary procedures. I would appreciate your guidance on how to proceed with the return.

Thank you for your attention to this matter. Please let me know if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Typed Name]