

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

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

Dear [Recipient's Name],

Subject: Request to Return Materials

I hope this letter finds you well. I am writing to formally request the return of materials that were borrowed from [specific date or period].

The details of the materials are as follows:

- Description of Material 1
- Description of Material 2
- Description of Material 3

As per our agreement, I believe that it is now time to return these items. Please let me know the best time for you to facilitate this return. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Company/Organization, if applicable]