

[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 [Material/Item Name]

I hope this message finds you well.

I am writing to formally return [describe the material/item] that was [borrowed/received] on [date of receipt]. As per the agreement/terms, I would like to ensure its return in a timely manner.

The details of the material are as follows:

- Item Name: [Item Name]
- Item Condition: [Condition]
- Return Date: [Proposed Return Date]

Please let me know if there are any specific procedures I should follow for the return, or if you require any further information.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

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