

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

[Recipient's Name]
[Recipient's Title/Position]
[Organization/Library/Individual's Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm the return of the materials I borrowed, as listed below:

1. [Title of Material 1] - [Condition]
2. [Title of Material 2] - [Condition]
3. [Title of Material 3] - [Condition]

I have taken great care to ensure they are in good condition upon return. Please let me know if you require any additional information or if there are any forms I need to complete.

Thank you for your assistance, and I appreciate the opportunity to borrow these materials.

Best regards,

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