



Return of Equipment Letter

October 23, 2050

Arnaldo Feest

Human Resources Manager

[Your Company Name]

[Your Company Address]

Dear Mr. Feest,

I hope this message finds you well. I am writing to formally notify you of my intention to return the equipment that was issued to me during my employment with [Your Company Name].

The details of the equipment being returned are as follows:

- **Item Description:** Dell Latitude 5520 Laptop
- **Serial Number/ID:** DELL5520-20250
- **Condition:** Good
- **Date of Issue:** March 1, 2049

I will be returning the equipment on October 30, 2050, at the HR office. Please let me know if there are any specific procedures I should follow or if you would like to arrange for a particular time for the return.

Thank you for your attention to this matter. If you have any questions or need further information, please do not hesitate to contact me.

Sincerely,

[Your Name]

Software Engineer

Development Department

[Your Company Name]

Sample Letter Requesting Return Equipment

**United States. General Accounting
Office**



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