

Subject: Friendly Reminder: Overdue Equipment Lease - [Equipment Name/ID]

Dear [Recipient Name],

We hope you are doing well.

This is a friendly reminder that the lease period for the following equipment has ended:

- **Equipment:** [Equipment Name/Model]
- **ID/Serial Number:** [Reference Number]
- **Due Date:** [Date]

According to our records, we have not yet received the equipment back at our facility. If you have already returned it or sent it via courier, please disregard this notice.

If you still have the equipment, please arrange for its return by [New Deadline Date]. If you require a lease extension, please contact us as soon as possible to discuss the terms.

Thank you for your prompt attention to this matter. Please let us know if you have any questions.

Best regards,

[Your Name]

[Your Company Name]

[Your Phone Number]