

Sample Letter – Request to Return Electric Breast Pump

Use Local Agency Letterhead

Date

Name

Address

City, State, Zip Code

Dear Ms. _____:

I am writing to request that you return the electric breast pump we loaned you on _____ (date.) We hope that you and your baby benefited from our loan program. It is important that we receive the electric breast pump back as soon as possible as we have a limited number of electric breast pumps for a large number of WIC participants. Another mother may be waiting for this pump.

In the loan agreement that you signed on _____, (see enclosed copy of Loan Agreement) you agreed to return the breast pump.

Please return the pump before _____ (date) or we will have to forward this matter to the state WIC office for collection.

If for some reason you no longer have the pump, please let us know immediately.

Thank you for your prompt response. If you have any questions, please contact me at _____.

Sincerely,

Name of Contact at WIC Agency