[Date]

[Name]

[Address]
[Address]

**Re: Return of Loaned Laptop and Accessories**

Dear [Participant Name]:

On [Date] the Fresno Regional Workforce Development Board’s (FRWDB’s) Workforce Connection Program loaned you a laptop computer and accessories. As per the Laptop Loan Program Check Out and Liability Form you signed, you are to return the laptop and all included accessories to us within 48 hours of the return date listed on your loan agreement. As of the date of this letter, there is no record of your returning the following loaned property:

* Laptop (Laptop Make/Model: Dell/Lat., Serial Number: #\_\_\_\_\_\_\_\_\_\_\_\_\_,
* Inventory Tag Number: # \_\_\_\_\_\_\_\_\_\_\_\_\_
* Charger
* Laptop Carrying Case

Be advised that the FRWDB considers refusal to return company property to be in violation of the Laptop Loan Program Check Out and Liability Form you signed. If the above listed items are not returned or the value of the property listed on your loan agreement are not reclaimed within 15 days of the date of this letter, you will be held fully responsible for the total cost of the laptop and accessories, and the FRWDB may file a civil lawsuit for the return of the property or to reclaim the value of the of the property.

Please contact [Staff Name] at [xxx-xxx-xxxx] immediately to arrange for the return of all property belonging to the FRWDB. Included within this letter is a copy of your signed Laptop Loan Program Check Out and Liability Form.

Regards,