



*The following sample letter could be sent to borrowers who have not returned jackets.*

*You may want to use your own letterhead to make the document look official. If you are unsuccessful in your efforts to retrieve a borrowed jacket please contact the program administrator for assistance or replacements.*

-----

(date)

Dear (borrower):

Our records show that you borrowed a life jacket on (date). This jacket was expected to be returned on (date). Please return the jacket to (organization) as soon as possible. We need to make the jacket available to other children so they may also benefit from this program. Thank you for your cooperation with this matter. Please contact (name/organization) if you have any questions regarding this matter.

Sincerely,

(name of person in charge of program)

(name of organization)