

To: (User's Name)

Cc: (Users Line Manager as listed in request), Brian McKittrick, Tom Bozonelos, Chuck Hoffman

Subject: Loaner Laptop (Loaner ID#) (Incident #)

Dear (Users Name),

The laptop and related equipment that you borrowed from the Service Desk on (Date Picked up) has not yet been returned. Per the Terms of Service that you signed, the laptop was to be returned in two weeks.

Please return the laptop and related equipment to the Service Desk as soon as possible, ideally today. Failure to return the laptop will result in a charge back to your Project and Task Number for the cost of replacing the equipment.

Thank you for your prompt attention to this matter. Please contact the Service Desk if you have any questions.

Sincerely,

Fermilab Service Desk

Web: <http://servicedesk.fnal.gov><<http://servicedesk.fnal.gov/>>

Email: servicedesk@fnal.gov<<mailto:servicedesk@fnal.gov>>

Phone: 630.840.2345