

Date: _____

Dear _____:

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 breast pump 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.

The loan agreement you signed (see enclosed Loan Agreement) indicates that you may be assessed a financial penalty of \$565.00 if the pump is not returned. Please return the pump to the WIC Office immediately.

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

Sincerely,

WIC Coordinator Contact Information