

**4.0 Breastfeeding***Effective Date: 2/1/10***4.08A Lost/Stolen Breastfeeding Equipment****Sample Local Agency Breast Pump Retrieval Letter**

Dear name of client,

You received a multi-user electric breast pump from us on date . The loan agreement form you signed when you received the pump stated that you would return the breast pump on due/return date . It has not been returned as of this date. We have made a number of attempts to reach you by calling phone # or sending you a letter at address but have been unable to contact you.

The breast pump you were loaned is reserved for WIC mothers who have premature or sick babies in the hospital or are having breastfeeding difficulties. We hope the one loaned to you helped your situation but now we have other mothers who are in need of a breast pump. We have a limited number of pumps to lend to WIC moms, so it is important that the pump you have be returned.

If you need a breast pump to continue breastfeeding, please let the WIC staff know upon returning the electric pump. The WIC clinic may provide you with a different breast pump to help maintain your milk supply.

The breast pump you borrowed is property of the State of Michigan and must be returned. If we do not receive a reply by date , we will notify the Michigan Department of Community Health WIC Program of your failure to return the breast pump. The Michigan Department of Community Health WIC Program will decide what further actions may be taken.

Please contact WIC Staff Name at WIC phone # to make arrangements for the return of the breast pump. If you do not have transportation, a WIC staff member can make arrangements to have it picked up. It is extremely important that WIC be able to provide breast pumps to mothers who need them.

Sincerely,

Name