

**Sample Local Agency Breast Pump Retrieval Letter**  
(Use local WIC program letterhead)

Date: \_\_\_\_\_

Dear: \_\_\_\_\_

We are writing to request that you return the multi-user electric breast pump we loaned you on \_\_\_\_\_ (date). We hope that you and your baby benefited from our breast pump program. It is important that we receive the pump back as soon as possible as we have a limited number of pumps available for WIC participants. These pumps are made available to clients who may have premature, sick babies in the hospital or are having other breastfeeding challenges.

Please return the pump to the WIC office immediately. If you do not have transportation, we may be able to assist you.

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

Sincerely,

WIC Coordinator

Contact Information