

Return of Breast Pump Reminder Letter

(Print on Local Agency Letter Head)

Date

Participant Name
Participant Address
Participant Address

Dear (Participant name):

This letter is a reminder that our records show you still have a breast pump in your possession, loaned to you by the WV WIC Program. The WV WIC Program has a limited number of breast pumps available for loan to breastfeeding mothers. It is important for you to return the breast pump on the date agreed upon when it was loaned to you. The local WIC clinic would like to provide a breast pump to other breastfeeding moms in their time of need.

Please return the borrowed breast pump to _____(agency)_____ by _____(date)_____ so the WV WIC Program can support another breastfeeding mom and her baby! If you are unable to return this pump, contact _____(name)_____ at _____(phone number)_____ or email at _____(email)_____ at _____(clinic)_____. Thank you in advance for your quick response!

If you have any questions or issues, please feel free to contact _____(person)_____ at _____(phone number)_____.

Sincerely,

(Breastfeeding Coordinator Name)

Cc: Jodi Giancola, WV WIC State Breastfeeding Coordinator

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- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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