

## Return of Breast Pump Warning Letter

(Print on Local Agency Letterhead)

CERTIFIED MAIL

Date

Participant Name  
Participant Address  
Participant Address

Dear (Participant Name):

It has been brought to the attention of the WV WIC State Office that you have not returned the breast pump loaned to you by your local WIC office.

By your signed agreement with the WV WIC Program, you agreed to return the pump before       (Date)      . When the return date passed and you had not returned the pump, you were issued a reminder letter that you needed to return the pump by       (Date)       so that other women may use it. This is the final letter you will receive from us asking you to return the pump, based on your signed agreement with the WV WIC Program.

Please return the pump **immediately** to       (Clinic)      . If the pump is not returned within five (5) days of receipt of this letter, we will be forced to take legal action against you to recover the cost of the pump.

Thank you for your prompt response to this request. If you have any questions, please contact       (Person)      .

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](mailto:program.intake@usda.gov).

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