

(Print on Local Agency Letterhead)

CERTIFIED MAIL

Date

Participant Name
Participant Address

Dear (Participant Name):

It has come to our attention that you have not returned the breast pump loaned to you by the West Virginia WIC Program. By your agreement with WV WIC, you agreed to return the pump before _____. By letter dated _____, we reminded you that you need to return the pump so that other women may use it.

Please return the pump to _____ within five (5) days of receipt of this letter. If you fail to do so, we will be forced to take legal action to recover the cost of the pump.

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

Sincerely,

(Breastfeeding Coordinator Name)

cc Stephanie Whitney, WV WIC Breastfeeding Coordinator

(Rev. 4/07)