

**Division of Community Nutrition**

<i>Subject: Overdue Breast Pump Letter</i>		<i>Policy: Appendix 18</i>
<i>Reference: Breastfeeding Policy and Guidance</i>	<i>Effective: March 14, 2022</i>	<i>Supersedes: N/A</i>

(Date)

(Recipient's Name)

(Recipient's Address)

Dear Ms. (Recipient's Last Name and WIC ID #),

**Subject: Return of Multi-User Electric Breast Pump**

You were loaned a *Multi-user* electric breast pump, serial number \_\_\_\_\_, from the (Site Name) WIC office on (date). The *Multi-user* electric breast pump was due back to the (Site Name) WIC office on (date). We have made multiple unsuccessful attempts to reach you by telephone at (telephone number). The electric breast pump must be returned to (Site Name) WIC office no later than the close of business on (date). The breast pump that you were loaned is valued up to \$902.45. Failure to return the pump by the requested date may result in the filing of a Police Report to retrieve this missing State-owned property.

Please contact (WIC Coordinator's Name and phone number) immediately to discuss this matter and make arrangements. Enclosed you will find a copy of your WIC Breast Pump Loan Agreement.

Sincerely,

(WIC Coordinator's Name)

WIC Coordinator

Enclosure (1) Copy of pump loan agreement

*\* Print this letter on official VDH or district letterhead. Scan a copy into the participant record in Crossroads.*