

Lending Record

Lent to _____ (Borrower Name)

for the purpose of _____

Lent on _____ (date)

Returned on _____ (date, filled in when the items(s) is returned)

Item(s)	Qty	remarks

I will return all borrowed item(s) to the Embassy of Japan

by _____ (date)

Borrower (Name) _____ (Contact)

Signature by Borrower _____