

Healthcare Equipment Requisition Form

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Subject: Requisition for Laboratory Testing Instruments

Dear [Vendor Contact Name],

We are writing to formally request the procurement of laboratory testing instruments for our healthcare facility. Below are the details of the equipment required:

Equipment List:

- 1. [Instrument Name] - [Quantity] - [Specifications]
- 2. [Instrument Name] - [Quantity] - [Specifications]
- 3. [Instrument Name] - [Quantity] - [Specifications]

The instruments are essential for enhancing our laboratory capabilities and improving patient care. We would appreciate a prompt response regarding availability and pricing.

If you require any further information or clarification, please do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We look forward to your swift response.

Sincerely,

[Your Name]

[Your Position]

[Healthcare Facility Name]

[Facility Address]

[Phone Number]