

# Equipment Rental Inquiry

Sender's Name: [Your Name]

Sender's Address: [Your Address]

Sender's Email: [Your Email]

Sender's Phone: [Your Phone Number]

Date: [Current Date]

Recipient's Name: [Recipient's Name]

Recipient's Company: [Recipient's Company]

Recipient's Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the availability of audiovisual equipment for rental purposes. We are planning an event on [Event Date], and we are in need of the following equipment:

- Projector - [Quantity]
- Screen - [Quantity]
- Microphone - [Quantity]
- Speakers - [Quantity]
- Lighting Equipment - [Specify]

Could you please provide details regarding the rental rates, availability, and terms and conditions? Additionally, any information regarding delivery and setup services would be greatly appreciated.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Company, if applicable]