

Equipment Rental Inquiry for Party Supplies

Date: [Insert Date]

To: [Rental Company Name]

From: [Your Name]

Subject: Inquiry Regarding Equipment Rental for Upcoming Event

Dear [Rental Company Contact Name],

I hope this message finds you well. I am writing to inquire about the rental of party supplies and equipment for an upcoming event scheduled for [Event Date]. We are expecting [Number of Guests] guests and would like to know about the availability and pricing of the following items:

- Tables and Chairs
- Tents
- Sound System
- Decorations
- Linens

Additionally, I would appreciate information on the rental terms, including delivery options, setup assistance, and any additional fees that may apply.

Please let me know at your earliest convenience as we are eager to finalize our arrangements. Thank you for your assistance!

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]

[Your Address]