

# Equipment Rental Request

Date: [Insert Date]

To: [Rental Company Name]

From: [Your Name]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

## **Subject: Request for Equipment Rental**

Dear [Rental Company Representative's Name],

I am writing to formally request the rental of construction tools and equipment for our upcoming project scheduled to start on [Start Date]. The details of our request are as follows:

### **Requested Equipment:**

- [Equipment 1] - [Quantity]
- [Equipment 2] - [Quantity]
- [Equipment 3] - [Quantity]

### **Rental Period:**

[Start Date] to [End Date]

### **Site Location:**

[Project Site Address]

Please provide us with a quote for the requested equipment, including any applicable rental terms and conditions. I look forward to your prompt response so we can finalize arrangements as soon as possible.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]