

Equipment Rental Request for Office Technology

Date: [Insert Date]

To: [Rental Company Name]

Address: [Rental Company Address]

Email: [Rental Company Email]

Dear [Rental Company Contact Name],

I hope this message finds you well. I am writing to request rental equipment for our office for the upcoming project starting on [Start Date] and ending on [End Date]. We have identified the following technologies that we would like to rent:

- [Equipment 1: Description, Quantity]
- [Equipment 2: Description, Quantity]
- [Equipment 3: Description, Quantity]

Please let us know the availability of the requested equipment, applicable rental rates, and any additional fees. We are looking to establish a long-term relationship and would appreciate your prompt response to this request.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

Email: [Your Email]

Phone: [Your Phone Number]