

# Birthday Party Equipment Rental Request

Date: [Insert Date]

To: [Rental Company Name]

Address: [Rental Company Address]

Dear [Rental Company Contact Name],

I hope this message finds you well. I am writing to inquire about the availability of equipment for an upcoming birthday party that I am planning for [Child's Name] on [Event Date]. We expect approximately [number of guests] guests.

We are interested in renting the following equipment:

- [Item 1: e.g., Bounce House]
- [Item 2: e.g., Tables and Chairs]
- [Item 3: e.g., Party Tents]
- [Item 4: e.g., Decorations]

Please let me know about the availability, pricing, and any special packages you may offer. If possible, I would also appreciate any recommendations you have for additional services.

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

Sincerely,

[Your Name]

[Your Contact Information]