

Equipment Rental Request

Date: [Insert Date]

To: [Rental Company Name]

From: [Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Rental Company Contact],

We are in the process of organizing a corporate event scheduled for [Event Date] and would like to request the rental of the following equipment:

- [Equipment Item 1] - [Quantity]
- [Equipment Item 2] - [Quantity]
- [Equipment Item 3] - [Quantity]
- [Equipment Item 4] - [Quantity]

Please provide us with a quote, availability, and delivery options for the requested items. The event will be held at [Event Venue Name and Address].

We look forward to your prompt response.

Thank you.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]