

Festival Equipment Rental Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Rental Company Name]

[Rental Company Address]

[City, State, Zip Code]

Dear [Rental Company Name],

I am writing to request the rental of equipment for our upcoming festival, [Festival Name], scheduled for [Date(s) of the Festival] at [Location]. We are expecting approximately [number of attendees] attendees and would like to enhance their experience with your equipment.

We are interested in renting the following items:

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

Could you please provide us with a rental quote, including delivery and pickup options?

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

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Organization Name, if applicable]