

# Wedding 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. My name is [Your Name], and I am in the process of planning my wedding, which is scheduled for [Wedding Date]. I am interested in renting the following equipment for my special day:

- [Item 1: e.g., Chairs - Quantity]
- [Item 2: e.g., Tables - Quantity]
- [Item 3: e.g., Linens - Quantity]
- [Item 4: e.g., Lighting - Quantity]
- [Item 5: e.g., Tent - Quantity]

Could you please provide me with availability, pricing, and rental terms for these items? Additionally, I would appreciate any information regarding delivery and setup options.

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

Best regards,

[Your Name]

[Your Contact Information]

[Your Address]