

Construction Procurement Request for Equipment Rental

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to formally request the rental of equipment for our ongoing construction project located at [Project Location]. As we progress with the project, we have identified the need for the following equipment:

- [Equipment Type 1] - [Quantity]
- [Equipment Type 2] - [Quantity]
- [Equipment Type 3] - [Quantity]

The rental period will be from [Start Date] to [End Date]. Please provide us with your rental rates, availability, and any additional terms and conditions that may apply.

Thank you for your prompt attention to this request. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]