

Request for Equipment Rental Terms

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the rental terms for the following equipment:

- Equipment Type: [Insert Equipment Type]
- Quantity: [Insert Quantity]
- Rental Duration: [Insert Duration]

Could you please provide me with the rental rates, terms and conditions, and any additional fees that may apply? Additionally, I would appreciate information regarding delivery and pickup options.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]