

# Rental Request for Simultaneous Interpretation Equipment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request the rental of simultaneous interpretation equipment for an upcoming event scheduled on [Event Date]. We are expecting [Number of Attendees] attendees, and we require the equipment to facilitate effective communication among participants speaking different languages.

Specifically, we will need:

- [List of Required Equipment, e.g., interpretation booths, headsets, transmitters]

Please let me know the availability of the equipment, rental terms, and pricing at your earliest convenience. Thank you for considering our request, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization Name]