

# Installation Verification Request

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to formally request the verification of the installation for the new equipment that was recently delivered and set up at our facility. Details of the equipment are as follows:

- Equipment Name: [Insert Equipment Name]
- Serial Number: [Insert Serial Number]
- Installation Date: [Insert Installation Date]

We kindly ask you to verify that the installation has been completed according to the specifications outlined in the installation agreement and that all functionalities are operating as intended.

Please let us know a suitable time for you to conduct this verification or if you require any further information from our end prior to your visit.

Thank you for your prompt attention to this matter. We look forward to your confirmation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]