

Confirmation Letter for Equipment Disposal

Date: [Insert Date]

To,

[Supplier Name]
[Supplier Address]
[City, State, Zip Code]

Dear [Supplier Contact Name],

We are writing to confirm the disposal of the following equipment as previously discussed:

- Equipment Name: [Insert Equipment Name]
- Model Number: [Insert Model Number]
- Serial Number: [Insert Serial Number]
- Quantity: [Insert Quantity]
- Date of Disposal: [Insert Date]

We appreciate your cooperation in this matter and look forward to your confirmation of the disposal process. Please feel free to contact us if you have any questions or require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[Contact Number]
[Email Address]