

Equipment Disposal Request

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. We are writing to formally request the disposal of certain equipment that is no longer required for our operations. The details of the equipment are as follows:

Item Description	Model Number	Serial Number	Condition
[Item Description]	[Model Number]	[Serial Number]	[Condition]

We request your assistance in disposing of this equipment in an environmentally responsible manner. Please provide us with guidance on the next steps and any necessary documentation required for this process.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]