

# Final Equipment Disposal Report

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Final Equipment Disposal Report

Dear [Supplier Name],

We are writing to inform you about the final disposal of the equipment provided by your company as per our previous agreements.

## Equipment Details

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

## Disposal Method

The equipment has been disposed of by [insert disposal method, e.g., recycling, donation, landfill] in accordance with environmental regulations and best practices.

## Documentation

Enclosed with this report are the necessary documentation and certificates for your records.

Thank you for your support and cooperation throughout this process. Should you have any questions or require further information, please do not hesitate to contact us.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]