

# Notification for Equipment Removal

[Your Company Letterhead]

[Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Name],

We are writing to inform you that we will be proceeding with the removal of the equipment provided by your company, as per our agreement dated [Agreement Date]. This action is necessary due to [reason for removal, e.g., upgrades, equipment replacement, etc.].

The scheduled date for the removal is [Removal Date]. We request that your team be available to assist with the pickup and ensure a smooth transition. Please confirm your availability for this date.

Should you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Contact Information]