

Equipment Lease Compliance Check

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to conduct a compliance check regarding the equipment lease agreement dated [Insert Date of Agreement] for the equipment listed below:

- Equipment: [Equipment Description]
- Serial Number: [Serial Number]
- Lease Term: [Lease Term]

As part of our compliance process, we kindly request the following information:

1. Confirmation of equipment condition.
2. Usage logs for the past [Insert Time Period].
3. Compliance with maintenance schedules as outlined in the agreement.

Please provide the requested information by [Insert Due Date]. If you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]