

Equipment Lease Evaluation Request

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an evaluation of the equipment lease agreement we have for [specific equipment/ machines]. As we approach the end of our current leasing term, I believe it is essential to assess our options moving forward.

Please provide a detailed overview of the current lease terms, any potential costs associated with renewing the lease, and options for upgrading or purchasing the equipment outright. I would also like to explore alternatives that may be available in the market.

It would be beneficial to have this evaluation completed by [desired date] to facilitate our decision-making process. If you need any additional information from my side to assist with this evaluation, please do not hesitate to reach out.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]