

Equipment Lease Terms Inquiry

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the terms and conditions regarding the lease of [specific equipment name or type]. We are considering options for our upcoming projects and would appreciate detailed information on:

- Lease duration options
- Monthly rental rates
- Maintenance and support services included
- Deposit requirements
- Insurance obligations
- Termination clauses

Additionally, if there are any promotional offers or discounts available, please let me know.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]