

Equipment Allocation Letter

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are pleased to inform you that equipment has been allocated for the [Project Name] construction project. The following equipment will be provided:

- Excavator: [Quantity]
- Crane: [Quantity]
- Concrete Mixer: [Quantity]
- Dump Truck: [Quantity]
- Other Equipment: [Specify and Quantity]

The equipment will be available for use starting from [Start Date] and must be returned by [End Date]. Please ensure that all equipment is handled with care and returned in good condition.

If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]