

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company/Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request [specific equipment] for [purpose or project]. The acquisition of this equipment is essential for [brief explanation of need and impact].

I would appreciate your assistance in sourcing this equipment at your earliest convenience. Please let me know if you need any further information to facilitate this request.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]