

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Equipment Financing Request

I hope this letter finds you well. We are reaching out to explore financing options for new equipment required for our operations at [Your Company Name].

We are interested in financing the following equipment:

- [Equipment Name/Type]

- [Quantity]

- [Estimated Cost]

Our company has experienced growth in the past [time period], and this investment will enable us to enhance our productivity and service delivery. We believe that the proposed equipment will [briefly describe how the equipment will benefit your operations].

We are seeking a financing arrangement with the following terms:

- [Loan Amount]

- [Desired Repayment Period]

- [Interest Rate, if applicable]

Please let us know the necessary steps to proceed with this financing request. We appreciate your assistance and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]