

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Equipment Purchase Agreement

Dear [Recipient Name],

This letter serves as a formal agreement for the purchase of the following equipment:

1. ****Equipment Description****: [Description of the equipment]
2. ****Quantity****: [Number of units]
3. ****Unit Price****: [Price per unit]
4. ****Total Price****: [Total cost]
5. ****Payment Terms****: [Details of payment terms]
6. ****Delivery Schedule****: [Timelines for delivery and installation]
7. ****Warranty and Support****: [Details of warranty and support services]

Both parties agree to the terms outlined above. Please sign and return a copy of this letter to acknowledge your acceptance of the terms.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]
[Your Company Name]

Agreed and Accepted by:

[Recipient Name]
[Recipient Title]
[Company Name]
[Date]