

[Your Company Letterhead]

[Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

Subject: Equipment Specifications for Purchase

We are in the process of acquiring new equipment and would like to outline the specifications we require for our upcoming purchase. Please find the details below:

****Equipment Type:****

- [Type of Equipment]

****Specifications:****

1. ****Model:**** [Model Number]

2. ****Dimensions:**** [Dimensions]

3. ****Weight:**** [Weight]

4. ****Power Requirements:**** [Power Specifications]

5. ****Operational Capacity:**** [Operational Capacity]

6. ****Features:****

- [Feature 1]

- [Feature 2]

- [Feature 3]

****Warranty:****

- Minimum [X years] warranty required.

****Additional Information:****

- [Any additional requirements or notes]

We request a formal quotation based on the above specifications, including pricing, lead time, and payment terms. Please send your response by [Response Deadline].

Thank you for your attention to this request. We look forward to your prompt reply.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Phone Number]

[Your Email Address]