Date:

To

[The Recipient]  
[Designation]  
[Company Name]

Subject: Equipment request for [X]  
  
Respected Sir,  
  
My name is Anderson, working as Assistant Manager in your company for the last ten years and I am writing you this letter as a request on behalf of all current office staff.

I want to bring into your kind notice that we had to shift our company office to a new place as per your instructions. During this shifting process, we have lost a lot of our office equipment and some of the office equipment has also been impaired during this process.

Moreover, we need to buy a dozen new computers because of the hiring of new staff. We are facing difficulty while doing official work because the newly appointed staff has been adjusted with seniors for the sharing of various equipment including computers.

Additionally, for training purposes of the newly appointed staff, a soft board along with multimedia is also needed.

All these things are required within a minimum possible time to ensure the smooth functioning of the office and to maintain a healthy working environment.

So, to eliminate the element of difficulty and to ensure a hassle-free working environment of the office, please give due consideration to my request and entertain it as early as possible.

A complete list of all those office equipment and tools that are required right now has also been attached to this letter. If this equipment is not provided to us, it will become hard to work daily.

I hope you will understand the situation and accept my request. Thanking you in anticipation.

Yours truly,

[XYZ]  
[Designation]