Date:

To

[The Recipient]  
[Designation]  
[Company Name]

Subject: Equipment request for [X]

Respected Sir,

I am Jackson, manager of our newly opened branch at [location]. I am writing you this letter to forward a formal request for the provision of some of the tools and equipment that we need as early as possible.

I am highly thankful to you for providing us all the required equipment that we need to start our operations after three days from today. However, we need a few other equipment including revolving chairs, a few computers, some additional stationery items, a photocopier machine, a printer, and a few units of the split air conditioner.

Although I know very well that our required equipment can be provided to us within a week, but you know that our company has its own worth in the market, and we want to put the best impression on our customers from the first day of opening.

I am attaching with this letter a list which is indicating the exact number of all the required tools and equipment.

So, to facilitate us, please entertain my request as early as possible and provide us with all the required things before opening to ensure the smooth functioning of our newly opened company branch right from the first day.

I am thanking you in anticipation for this act of kindness.

Yours truly,

[XYZ]  
[Designation]  
[Company Name]  
[Address]