

Letter to Inquire about Leasing Office Equipment

This package contains:

1. Instructions & Checklist for Writing a Letter to Inquire about Leasing Office Equipment
2. Letter to Inquire about Leasing Office Equipment

Instructions & Checklist for a Letter to Inquire about Leasing Office Equipment

- This package contains: (1) Instructions & Checklist for a Letter to Inquire about Leasing Office Equipment; and (2) Letter to Inquire about Leasing Office Equipment.

- This form is designed to assist you in drafting a letter to an office equipment company inquiring about the possibility of leasing an item.

- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.

- Be sure to sign the letter and to make a copy before sending it out.

- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.

- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.

- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

September 9, 2009

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

[Your Company Name] is planning to open an office at [Street Address and City] which will employ approximately 25 staff persons. We are looking into the possibility of leasing a number of items of office equipment, including [Here list the major items you plan to lease, i.e., *desks, copiers, file cabinets*].

Our grand opening is scheduled for [Date _____], so we would need to have all our equipment in place by then.

Please let us know whether you would be able to handle an order of this magnitude, and if so, please send details about cost, service contract, whether you have a quantity discount, etc. Additionally, we would appreciate it if you would provide a few phone numbers of satisfied local customers that we might call for a reference.

I look forward to your response. Once I have reviewed it, I will call to set up an appointment for a representative from your company to meet with me to discuss the matter in detail.

Sincerely,

[Your Name]

Enclosures