

[Company Header/Logo Placeholder]

[Date]

[Lessee Name]

[Lessee Address]

[City, State, Zip Code]

RE: Offer to Lease Technology Equipment

Dear [Contact Person Name],

We are pleased to submit this offer to lease the following technology equipment to [Lessee Company Name]. Below are the proposed terms and conditions of this lease agreement:

- **Equipment Description:** [List items, e.g., Laptops, Servers, Networking Gear]
- **Quantity:** [Specify Number of Units]
- **Lease Term:** [Number of Months/Years]
- **Monthly Lease Payment:** \$[Amount] plus applicable taxes
- **Commencement Date:** [Date]
- **Security Deposit:** \$[Amount]

Maintenance and Support:

[Specify if maintenance is included, e.g., "The Lessor shall provide technical support and hardware replacement for the duration of the term."]

End of Lease Options:

Upon expiration of the lease term, the Lessee shall have the option to:

1. Renew the lease for an additional term.
2. Purchase the equipment at Fair Market Value.
3. Return the equipment to the Lessor in good working condition.

This offer is valid until [Expiration Date]. If you wish to proceed, please sign below or contact us to draft the formal Lease Agreement.

Sincerely,

[Sender Name]

[Sender Title]

[Lessor Company Name]

Acceptance:

I, the undersigned, hereby accept the terms of this Offer Letter.

Signature: _____ Date: _____