Date:

To

[The Recipient Name]  
[Address]

Respected Sir,

I [name], [designation] from [department name] am writing to request some urgently required medical equipment. Sir as you understand a fresh wave of the pandemic has hit us, and it is expected to reach its peak by the middle of next month by that time we are expecting a patient influx of at least [number] patients per day.

Considering this information, we are very concerned that we are desperately short on some very important medical equipment. To give you an exact figure we only have three ventilators available in the [name] department.

This number is alarmingly low, and we require a minimum of five more to sustain this new wave. In addition, we require more oxygen cylinders, nasal prongs, surgical gloves, and surgical masks. All of these are indispensable due to the requirements of this pandemic.

A more detailed list with all the specifications and quantity of this equipment is attached. This list has been prepared after thorough consultations within the department and with the department head of other branches of our hospital who have gone through the drill before us.

Sir, it is requested that we are provided with this equipment by the end of this month so that we are well prepared before the peak hits us as the consequences of being unprepared are very grave.

Since all this equipment is in high demand these days so in case of unavailability of any of these, please contact Dr. [name] at [phone number] or [email address] and he will be able to guide you towards appropriate alternatives for the unavailable equipment.

If we work together, efficiently, and sincerely we would be able to beat this disease and save the maximum number of patients. Looking forward to your cooperation and expeditious action.

Sincerely,

Name

Department name

Date