**To**: Birt LH.

**From**: Iosu Gomez Valdecantos.

**Subject**: Request for information

Dear Mr Aguirre,

I know you are busy, so I’ll be brief. Following our recent discussion regarding the audio-visual equipment needed for your upcoming workshops, I'm pleased to inform you that I have found a local supplier which is called “Sonimagen”. They will be able to fulfill our requirements.

Here are the details of the equipment ordered:

* Laptop: MSI Stealth 17 Studio A13VI-092ES
* Projection Screen: Elite Screens EzCinema Plus 2 Pantalla de Proyección Portátil 80" Formato 16:9
* Sound System: Bose Triple Bundle Soundbar 500 + Bose Bass Module 500 + Bose Surround Speakers
* Microphone: Shure SM58-LC Cardioid Dynamic Vocal Microphone

The total cost for the equipment amounts to 3500€, inclusive of any additional fees. I searched through other nearby suppliers and found that these prices were the most competitive and ensured us of better-quality equipment

Regarding delivery, the supplier has assured me of prompt service. The equipment will be delivered to our company. Please note that there may be certain conditions for delivery. So, we should organize the schedules in the office to ensure that I am available when the delivery is scheduled to take place. I estimate it will be within a period of 3 days. Once the equipment arrives, I will take care of installing, configuring, and registering them in the company's equipment inventory.

I hope that my work proves to be timely and satisfactory for you.

A warm greeting!

Iosu Gómez

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