

Equipment Rental Extension Request

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Organization: [Recipient's Organization]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension on the rental period for the equipment associated with our collaborative project titled "[Project Name]."

Due to [reason for requesting extension, e.g., unforeseen delays, additional tasks that require further research], we would greatly benefit from additional time to utilize the equipment effectively.

We originally agreed on a rental period from [original start date] to [original end date]. We would like to request an extension until [new requested end date].

We appreciate your consideration of this request and look forward to your favorable response. Please let us know if you require any further information.

Thank you for your continued support and collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]