

Request for Extension of Equipment Rental

Date: [Insert Date]

[Your Name]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Company Name]
[Recipient's Address]
[City, State, Zip Code]

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 following equipment:

- Equipment Name: [Insert Equipment Name]
- Rental Agreement Number: [Insert Agreement Number]
- Current Rental End Date: [Insert Current End Date]

Due to [briefly explain reason for extension, e.g., project delays, unexpected requirements], I would greatly appreciate your consideration in extending the rental period by [insert desired duration of extension].

I assure you that we will take utmost care of the equipment during the extended rental period. We value our relationship and are committed to ensuring a smooth transaction.

Thank you for your attention to this matter. I look forward to your positive response. Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]