

Request for Extension of Equipment Rental Agreement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension of our current equipment rental agreement for the [specific equipment], which is set to expire on [original expiration date].

Due to [reason for extension request, e.g., project delays, unforeseen circumstances], I would greatly appreciate your consideration in extending the rental period for an additional [number of days/weeks/months]. This extension would greatly assist in ensuring the continued success of our operations.

We have been very satisfied with the equipment provided and your services, and we are committed to maintaining this positive relationship.

Please let me know if you need any additional information or if there are forms I need to complete to facilitate this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Phone Number]

[Your Email Address]