

Equipment Rental Extension Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an extension on the rental of the following equipment: [List Equipment Details]. My rental agreement is currently set to expire on [Original Expiration Date].

Unfortunately, due to unforeseen circumstances including [briefly explain circumstances, e.g., project delays, equipment malfunction], I am unable to return the equipment by the scheduled date.

I kindly request an extension of [number of days/weeks] to facilitate the completion of my project. I assure you that I will take utmost care of the equipment during this period.

I appreciate your understanding and assistance in this matter. Please let me know if there is any paperwork I should complete or additional fees that may apply.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]