

# Equipment Rental Extension Request

Date: [Insert Date]

To,

[Rental Company Name]  
[Rental Company Address]  
[City, State, Zip Code]

Dear [Rental Company Contact Name],

I hope this letter finds you well. I am writing to formally request an extension for the rental equipment currently in use for our ongoing project, [Project Name], which is set to be completed on [Original Completion Date].

Due to [brief explanation of reason for extension, e.g., unforeseen circumstances, project delays], we will require the equipment for an additional [number of days/weeks]. We appreciate the excellent service you have provided thus far and would like to continue utilizing the following equipment:

- [Equipment Name 1]
- [Equipment Name 2]
- [Equipment Name 3]

We kindly ask for an extension until [New Completion Date]. Please let us know if this is possible and if there are any additional fees associated with this extension.

Thank you for your understanding and support. We look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]