

# Equipment Rental Extension Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Rental Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Rental Company Manager's Name],

I am writing to formally request an extension on the rental of [specific equipment name], which I currently have rented under the contract number [contract number]. My original rental period is set to expire on [original return date].

Due to [brief explanation of the reason for the extension, e.g., unforeseen circumstances or additional personal use needs], I would greatly appreciate it if you could allow me to extend the rental period until [requested new return date].

I understand that there may be additional charges associated with this extension and I am willing to comply with your policies regarding rental extensions.

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

Sincerely,

[Your Name]