

Request for Equipment Rental Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for the rental of [Equipment Name/Description], currently due on [Due Date]. Due to [brief explanation of reason for extension], I would greatly appreciate your consideration for extending the rental period.

If possible, I would like to extend the rental for an additional [number of days/weeks], making the new return date [New Proposed Return Date]. I assure you that the equipment will be returned in excellent condition and I will continue to adhere to all rental terms.

Please let me know if this extension can be accommodated. I appreciate your attention to this matter and look forward to your prompt response.

Thank you very much for your understanding.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]