

# Request for Extension of Long-Term Equipment Rental

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, ZIP]  
[Your Email]  
[Your Phone Number]

[Rental Company Name]  
[Rental Company Address]  
[City, State, ZIP]

Dear [Rental Company Contact Name],

I hope this message finds you well. I am writing to formally request an extension on the rental agreement for the following equipment:

**Equipment Description:** [Insert Equipment Details]  
**Current Rental Agreement Number:** [Insert Agreement Number]  
**Original Rental Period:** [Insert Dates]  
**Requested Extension Period:** [Insert New Dates]

The reason for this extension request is [briefly explain the reason for the extension]. I have enjoyed using the equipment and find it necessary for [insert reason for needing to continue using the equipment].

I kindly ask for your consideration of this request and would appreciate any assistance you can provide in facilitating the extension. Please let me know if you need any additional information or documentation to process my request.

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

Sincerely,  
[Your Name]