

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 Contact Name],

I hope this message finds you well. I am writing to request an extension for the rental of [Equipment Name/Type], which I currently have rented under contract #[Contract Number]. The lease is set to expire on [Original Expiration Date].

Due to [reason for extension request], I would like to request an extension of [desired extension period] until [New Desired Expiration Date]. I believe this additional time will allow me to complete my work effectively.

Please let me know if this extension is possible and any additional steps I need to take. I appreciate your consideration of my request.

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

Sincerely,

[Your Name]