

Urgent Request for Equipment Rental Extension

To: [Rental Company Name]

Date: [Insert Date]

Dear [Rental Company Contact Name],

I hope this message finds you well. I am writing to formally request an extension on the rental of the equipment we currently have, specifically [list equipment], which is due to be returned on [return date].

Due to [explain reason for extension, e.g., project delay, unforeseen circumstances], we require additional time to utilize the equipment effectively. We would greatly appreciate it if you could extend the rental period until [proposed new return date].

I understand the importance of adhering to rental agreements and assure you that we are committed to returning the equipment in its original condition. Please let me know if this extension is possible and if there are any additional fees associated with it.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]