

Equipment Rental Cancellation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Rental Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Equipment Rental Cancellation

Dear [Recipient's Name],

I am writing to formally cancel my equipment rental agreement with [Rental Company Name], which was scheduled for the period of [start date] to [end date]. The equipment I had rented includes [List Equipment].

Due to [reason for cancellation; e.g., unforeseen circumstances], I am unable to proceed with the rental. I understand that cancellations must be made with proper notice as per our agreement, and I apologize for any inconvenience this may cause.

Please confirm the cancellation of the rental agreement and any necessary next steps I may need to take.

Thank you for your understanding.

Sincerely,

[Your Name]