

Equipment Rental Extension Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension for the rental of [Equipment Name] that is currently due on [Original Return Date]. Due to [brief explanation of circumstances], I would greatly appreciate your consideration in allowing me to extend the rental period.

I kindly request an extension until [Proposed New Return Date]. I assure you that I will take great care of the equipment and return it in the same condition as received.

Thank you for considering my request. I look forward to your understanding and support. Please let me know if you need any further information.

Best regards,

[Your Name]