

Equipment Lease Agreement Renewal 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 the renewal of the Equipment Lease Agreement for [Describe Equipment] that is set to expire on [Expiration Date]. We have found the equipment to be invaluable to our operations and would like to continue utilizing it for an extended period.

We propose to extend the lease for another [Duration of Extension] under the same terms and conditions. Please confirm if you are in agreement with this proposal or if you would like to discuss any changes.

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

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name]