

Equipment Lease Agreement Renewal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally request the renewal of the Equipment Lease Agreement that is set to expire on [Expiration Date]. We have been pleased with the equipment and appreciate the professional relationship we have built over the duration of this lease.

We would like to propose the following updated terms for the renewal period:

- **Lease Duration:** [New Lease Duration]
- **Monthly Payment:** [Updated Payment Amount]
- **Equipment Description:** [Description of Equipment]
- **Maintenance Terms:** [Updated Maintenance Terms]

If these terms are agreeable, please sign and return a copy of this letter by [Response Deadline]. We look forward to your positive response and to continuing our mutually beneficial partnership.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]