

# Equipment Lease Renewal Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Lessee's Name]

[Lessee's Title]

[Lessee's Company Name]

[Lessee's Company Address]

[City, State, Zip Code]

Dear [Lessee's Name],

We are pleased to acknowledge the renewal of the equipment lease for [Equipment Description] originally dated [Original Lease Date]. This renewal extends the lease term for an additional [number of months/years] starting [New Lease Start Date] and ending [New Lease End Date].

The terms and conditions of the original lease remain in effect unless otherwise stated. Please review the lease renewal documentation attached for your records.

Thank you for your continued partnership. Should you have any questions or require further assistance, please do not hesitate to contact me.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]

[Your Contact Information]