

# Equipment Lease Renewal Confirmation

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We are pleased to confirm the renewal of the equipment lease agreement for [describe equipment] originally signed on [original lease date]. The new lease term will be effective from [start date] to [end date].

The terms of the renewal include:

- Monthly Payment: [insert amount]
- Payment Due Date: [insert due date]
- Additional Terms: [insert any additional terms]

Please sign and return the attached agreement by [return date] to confirm your acceptance of the lease renewal.

Thank you for your continued partnership. If you have any questions, feel free to reach out.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]