

# Equipment Lease Renewal Negotiation

From: [Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone]

Date: [Date]

To: [Lessor's Name]

[Lessor's Position]

[Lessor's Company Name]

[Lessor's Address]

[City, State, Zip Code]

Dear [Lessor's Name],

I hope this message finds you well. I am writing to discuss the upcoming renewal of our equipment lease for [specify equipment] that is set to expire on [expiry date]. We have greatly appreciated the partnership with [Lessor's Company Name] and the quality of equipment and service provided.

As we approach the renewal period, we would like to negotiate the terms of the lease to better align with our current operational needs. Specifically, we are interested in discussing [mention specific terms you want to negotiate, e.g., rental rate, duration, maintenance responsibilities].

I would appreciate the opportunity to meet and discuss this matter further. Please let me know your available times for a meeting within the next two weeks.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]