

# Equipment Lease Renewal Proposal

[Your Name]  
[Your Title]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Company]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss the renewal of our current equipment lease agreement, which is set to expire on [Lease Expiration Date]. We have greatly appreciated the opportunity to use [Equipment Description], and we would like to propose renewing the lease for an additional term.

We value the relationship we have built with [Recipient Company] and are eager to continue using your high-quality equipment to support our operations. To facilitate the renewal process, we propose the following terms:

- **Lease Duration:** [Proposed Duration]
- **Monthly Payment:** [Proposed Amount]
- **Payment Terms:** [Payment Details]
- **Equipment Maintenance:** [Maintenance Agreement Details]

Please let us know if these terms align with your expectations or if further discussions are necessary. We are open to negotiations to ensure a mutually beneficial agreement.

Thank you for considering our proposal. We look forward to your positive response.

Warm regards,

[Your Name]  
[Your Title]  
[Your Company]