

Letter of Intent to Renew Equipment Lease Agreement

Date: [Insert Date]

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally express our intent to renew the Equipment Lease Agreement dated [Original Agreement Date] for the equipment listed in Schedule A of the agreement. Our current lease term is set to expire on [Current Lease Expiration Date], and we would like to discuss extending this lease under the same terms and conditions.

We have been very satisfied with the equipment and your services, and we believe that continuing this lease will benefit both parties. We kindly request your confirmation of our intent to renew and any additional information that may be necessary to proceed with the renewal process.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company]