

Notification of Equipment Lease Renewal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that your current lease agreement for the equipment listed below is set to expire on [Expiration Date]. We would like to discuss the renewal of your lease to ensure uninterrupted access to the equipment.

Equipment Details:

- Equipment Name: [Insert Equipment Name]
- Model/Serial Number: [Insert Model/Serial Number]
- Current Lease Expiration Date: [Expiration Date]

Please let us know if you would like to proceed with the renewal or if you have any questions regarding the terms of the lease. We are happy to assist you in any way possible.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]