

Equipment Lease Modification Proposal

Date: [Insert Date]

To: [Lessor's Name]
[Lessor's Company]
[Lessor's Address]
[City, State, Zip Code]

Dear [Lessor's Name],

Subject: Proposal for Modification of Equipment Lease Agreement

I hope this message finds you well. I am writing to formally propose a modification to our current equipment lease agreement dated [Insert Original Lease Date], concerning the equipment specified in our contract.

Due to [briefly explain reason for modification, e.g., changes in business needs, equipment upgrade requirements], we would like to propose the following modifications:

- **Modification 1:** [Detail of modification, e.g., extend lease term by 6 months]
- **Modification 2:** [Detail of modification, e.g., change payment terms]
- **Modification 3:** [Detail of modification, e.g., replace specific equipment with upgraded model]

We believe these modifications will [explain the benefits or reasoning behind the modifications]. We are committed to maintaining a positive business relationship with you and ensuring the lease agreement continues to meet both parties' needs.

Please let us know a convenient time for us to discuss this proposal further. We appreciate your consideration and look forward to your response.

Thank you for your attention to this matter.

Sincerely,

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