

Equipment Lease Renewal Discussion

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. As we approach the expiration date of our current equipment lease agreement, I would like to discuss the renewal terms and any potential adjustments we might need to consider.

We have greatly appreciated the support and equipment provided by [Recipient's Company] over the past [duration]. As such, we wish to explore renewing the lease for another [duration], ideally continuing with the same terms and conditions, unless there are updates we should discuss.

Could we schedule a meeting to review the current lease agreement and any changes that may need to be made? Please let me know your available times in the coming weeks.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Signature]

[Your Typed Name]

[Your Contact Information]