

Technology Asset Loan Extension Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]

[Recipient's Name]

[Recipient's Position]

[Recipient's Department]

[Company/Organization Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for the loan of the technology assets currently in my possession, specifically [list the assets, e.g., laptops, tablets, software licenses]. The original loan period is set to expire on [original due date], and I would like to request an extension until [proposed new due date].

The reason for this request is [briefly explain your reason, e.g., ongoing project requirements, need for further research, etc.]. I believe that an extension will enhance my ability to [explain how it will benefit your work or contributions].

I assure you that I will care for the assets and ensure they are returned in good condition. If necessary, I am open to discussing any guidelines or conditions that might accompany this extension.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]