

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension of the trial service period for my account with [Company Name]. As you know, the initial trial period has been invaluable in understanding the features and benefits of your service.

However, I would greatly appreciate a longer trial period to fully assess the potential impact on my [business/personal use]. This additional time will enable me to evaluate the service comprehensively and make a more informed decision regarding a long-term commitment.

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

Sincerely,
[Your Name]