

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension of the trial period for the [specific service or product]. My initial trial period is set to expire on [original expiration date], and I would greatly appreciate the opportunity to continue exploring the features and benefits of the service.

The trial has been instrumental in assessing how [specific service or product] fits into our needs. However, due to [reason for extension request, e.g., needing more time for evaluation], I believe that extending the trial period by [number of days/weeks] would allow us to make a more informed decision.

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

Sincerely,

[Your Name]