

Travel Agency Service Extension Agreement

Date: [Insert Date]

To,

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to inform you that your existing agreement with [Travel Agency Name] regarding travel services is up for renewal. We value your partnership and would like to offer an extension of our services as outlined below:

Services to Be Extended

- Service 1: [Description]
- Service 2: [Description]
- Service 3: [Description]

Extension Period

The extension of services will be effective from [Start Date] to [End Date].

Terms and Conditions

[Outline terms and conditions regarding the extension of services.]

Acceptance

Please sign below to confirm your acceptance of this service extension agreement:

Signature of Client

Date: _____

Thank you for choosing [Travel Agency Name]. We look forward to serving you!

Sincerely,

[Your Name]

[Your Title]

[Travel Agency Name]

[Contact Information]