

Service Extension Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. We are writing to formally request an extension of our travel agency services for [specific services or contract name]. Due to [reason for extension, e.g., increased demand, unforeseen circumstances], we believe that additional time will enable us to meet our clients' needs more effectively.

We propose extending our service period from [original end date] to [proposed new end date]. This extension will allow us to [mention benefits, e.g., provide better support, enhance customer satisfaction, etc.].

We appreciate your consideration of this request and are hopeful for a positive response. Please feel free to reach out to discuss this matter further.

Thank you for your attention and understanding.

Sincerely,

[Your Name]

[Your Position]

[Travel Agency Name]

[Contact Information]