

Service Trial Extension Proposal

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose an extension of the trial period for the [Name of Service/Software] that we have been using since [Start Date]. As we near the end of our current trial period, we have found the service to be beneficial in [briefly describe benefits].

To fully evaluate its impact and potential integration into our operations, we kindly request an extension of the trial period by [proposed duration, e.g., one month]. This additional time will allow us to conduct a thorough assessment and make a more informed decision about moving forward with [Service/Software].

Thank you for considering our proposal. We are looking forward to your positive response. Please feel free to reach out if you need any further information.

Best regards,

[Your Name]

[Your Position]

[Your Company]