

Request to Extend Service Agreement

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension of our current service agreement scheduled to expire on [Insert Expiration Date]. We have greatly appreciated the support and services provided by your team and would like to continue our collaboration.

We believe that extending our agreement will allow us to achieve [briefly state any goals or projects that require continued service]. We are confident that this partnership will lead to mutual success.

Please let us know the necessary steps to initiate the extension process. We are looking forward to your favorable response.

Thank you for considering our request.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]