

Request for Extension of Transportation Service Agreement

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Address]
[City, State, Zip]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension of our current transportation service agreement which is set to expire on [Expiration Date]. Given the ongoing needs of our operations and the positive relationship we have developed, we believe it would be mutually beneficial to extend the terms of our agreement.

We have been very pleased with the quality of service provided and would like to discuss the possibility of extending our contract for an additional [insert duration, e.g., six months, one year, etc.], under the same terms and conditions.

Thank you for considering our request. I am looking forward to your positive response and am available at your earliest convenience for a discussion.

Sincerely,

[Your Name]
[Your Title]
[Your Company]