

Request for Software Trial Extension

Date: [Insert Date]

To,
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing on behalf of [Your Institution's Name], where we are currently evaluating [Software Name] as a potential resource for our [specific department/program]. We have been utilizing the trial version of your software, and our experience thus far has been very positive.

As we believe that [Software Name] has great potential to benefit our students and faculty, we would like to request an extension of our trial period. The additional time would allow us to conduct a comprehensive evaluation and better understand how it integrates into our curriculum and operational processes.

We would greatly appreciate an extension of [specific time frame, e.g., one month] to ensure a thorough assessment of the software's capabilities. Your support in this matter would be invaluable to us.

Thank you for considering our request. We look forward to your favorable response. Please feel free to contact me at [Your Contact Information] should you require any further details.

Sincerely,
[Your Name]
[Your Position]
[Your Institution's Name]
[Your Contact Information]