

Request for Software Trial Extension

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are currently evaluating the [Software Name] trial version provided to us on [start date of trial], which is scheduled to end on [end date of trial].

We have found the software to be extremely beneficial in our operations, however, due to unforeseen circumstances, we have not yet fully explored all the features and capabilities it offers. Therefore, we kindly request an extension of the trial period by [number of days/weeks requested].

Your timely assistance in this matter would greatly aid us in making an informed decision regarding the purchase of the software.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]