

Request for Software Trial Extension

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Organization]
[Organization Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To [Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. I am writing on behalf of [Your Organization], a non-profit organization dedicated to [briefly describe your mission or project]. We are currently utilizing your software, [Software Name], under the trial period that began on [Start Date].

As we evaluate the software's potential impact on our operations, we would like to request an extension of our trial period for an additional [number of weeks/months]. This extension would allow us sufficient time to fully assess its capabilities and ensure it aligns with our objectives.

We believe that [Software Name] could greatly enhance our efforts in [mention specific areas where the software helps], and an extended trial would be instrumental in our decision-making process.

Thank you for considering our request. We appreciate the opportunity to use your software and look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]