

VoIP Service Contract Extension

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are writing to inform you that your current VoIP service contract, which is set to expire on [Expiration Date], is eligible for an extension.

We propose extending the contract for an additional [Insert Duration, e.g., 12 months], with the following terms:

- Service Level: [Specify Service Level]
- Monthly Fee: [Insert New Fee]
- Additional Services: [List any New Services]

Please confirm your acceptance of this extension by signing below and returning a copy to us by [Insert Return Date].

Thank you for your continued partnership. We look forward to serving you!

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Accepted by:

[Client's Name / Title]

Date: _____