

# IT Services Contract Extension Request

Date: [Insert Date]

To,  
[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension of our current IT services contract, which is set to expire on [Insert Expiration Date]. Over the past [Insert Duration], we have greatly benefited from the quality of services provided by your team.

Given the ongoing projects and our need for continued support, we believe that extending our contract would be mutually beneficial. We would like to propose an extension for an additional [Insert Duration], which we feel will allow us to achieve [Insert Goals/Expected Outcome].

We appreciate the quality of your service and are excited about the possibility of continuing our partnership. Please let us know a convenient time for you to discuss this request further.

Thank you for considering our request.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Contact Information]