

Subject: Request for Extension of Vendor Trial Period

Dear [Vendor's Name],

I hope this message finds you well. We appreciate the effort and dedication you have shown during our current trial period with [Vendor's Company Name]. The insights and solutions you have provided have been valuable to our team.

As we assess the results from our collaboration thus far, we believe that extending the trial period would allow us to fully evaluate the benefits of your services and better integrate your solutions within our operations. Therefore, we would like to propose an extension of [specific duration] to the current trial period.

We are confident that this additional time will facilitate a thorough analysis and foster a stronger partnership moving forward. Please let us know your thoughts on this proposal and if there are specific terms you would like to discuss.

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]