

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor Name]

[Vendor Position]

[Vendor Company]

[Vendor Address]

[City, State, Zip Code]

Subject: Proposal for Additional Services

Dear [Vendor Name],

I hope this message finds you well. As we continue to develop our partnership, I wanted to discuss the potential for expanding the range of services you provide. We believe that the addition of [specific service or services] would greatly enhance our collaboration and add value to both parties.

Given the current market landscape and our strategic goals, we see an opportunity to leverage your expertise in [specific area] to achieve [specific outcomes]. We propose a meeting to discuss how we can integrate these services into our existing agreement and explore any adjustments that may be necessary.

Please let us know your availability for a meeting next week. We are keen to move forward on this initiative and strengthen our partnership further.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]