

# Vendor Service Extension Proposal

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We hope this message finds you well. As we approach the end of our current service agreement, we would like to express our satisfaction with the services your team has provided over the past [duration]. Your commitment to quality and solution-oriented approach have significantly contributed to our success.

In light of our positive experience, we are interested in discussing the possibility of extending our partnership for an additional [proposed duration]. We believe that continuing our collaboration will allow us to build upon the progress we have made together.

To facilitate this process, we propose the following terms for the extension:

- Extension Duration: [Proposed Duration]
- Adjusted Pricing Terms: [Proposed Pricing] (if applicable)
- Scope of Services: [Brief Overview of Services] (if applicable)

We are eager to hear your thoughts on this proposal and discuss any adjustments that might be necessary to meet both of our needs. Please feel free to reach out to me at [Your Phone Number] or [Your Email] to schedule a discussion at your earliest convenience.

Thank you for your consideration. We look forward to the opportunity of continuing our successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]