

# Inquiry Regarding Service Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of extending the services provided by [Agency Name]. As a participant/advocate involved with your agency, I have seen firsthand the positive impact your services have on individuals and families in our community.

Given the ongoing needs of the community, I would like to understand the criteria and process for extending your services, as well as any potential plans for increased support in the near future.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]