

Transportation Service Extension Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension of the transportation services provided to [Institution's Name] for the academic year [Insert Year]. As you are aware, our institution has experienced a rising number of enrolled students, and consequently, the demand for reliable transportation has significantly increased.

Given the importance of providing our students with accessible transportation options, we believe an extension of the current service agreement will greatly benefit our community. We kindly ask for your consideration in extending the service through [desired extension period].

We are happy to discuss any modifications or adjustments required to facilitate this extension. Thank you for considering our request. We look forward to your positive response.

Warm regards,

[Your Name]

[Your Title]

[Your Institution's Name]

[Your Contact Information]